

# CITY MANAGER'S RECOMMENDED 2007-08 GENERAL FUND, SPECIAL REVENUE FUNDS & ENTERPRISE FUNDS BUDGET



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## INTEROFFICE MEMORANDUM

CITY OF SAN BRUNO

CITY MANAGER

June 12, 2007

Honorable Mayor and Members of the City Council:

The City of San Bruno Proposed 2007-08 General Fund, Special Revenue, and Enterprise Funds Budget is hereby submitted for your review and approval. The Proposed Budget has been prepared consistent with the policy framework and priorities of the City Council and the needs of the community. The Proposed Budget continues the City's on-going priority to contain costs in all service areas, as a focused citywide effort to meet the challenges of a flat tax revenue base in an environment of increasing community service needs.

The proposed budget provides both an operational plan for the delivery of all City services at the existing levels and a proposed allocation of financial resources to support operations. The budget document includes descriptions of the services provided through each department and each enterprise operation, a review of the prior year activities and accomplishments, priority issues and objectives driving the work program for the coming year, and a line item detail expenditure plan for each department.

### **BUDGET PURPOSE AND INTRODUCTION**

The annual budget serves multiple purposes and audiences. As a comprehensive statement of the City's organization, operations, and resources, the budget is intended to communicate and implement City Council policy related to City operations.

- The budget is the plan and the resource allocation program that guides and assures implementation of City Council policy and priorities.
- The budget presents information that identifies programs to be funded by amount and with sufficient explanation.
- The budget serves as a resource for important information about the City and its government for residents and other agencies.
- Throughout the year, City personnel utilize the budget as a working document to gauge progress on policies and programs and to monitor expenditures consistent with City Council direction and policies.

This 2007-08 Proposed Budget continues to reflect service delivery and operational priorities in all departments that are consistent with the City Council's Priority Focus objectives established for the 2005-06 budget year and beyond. These program priorities address the needs and interests of the community for high quality service delivery targeted to the long-term fiscal and

operational stability of the City. The narrative sections of each department's budget presentation discuss specific operational and service items directed to the achievement of the Priority Focus objectives.

The City's Priority Focus encompasses the following key elements and are provided in detail in Appendix 1 of this document:

- Develop a Strong Economic Base to Promote City Economic Vitality
- Attain Excellence in Customer Service
- Enhance the city's Appearance in a Manner Responsive to the Community's Needs and Interests

The Proposed Budget maintains all existing programs and services at their existing levels. Consistent with the City Council's financial policy and in response to the City's continuing budget deficit challenges, the Proposed Budgets reflect the need to contain and maintain expenditures to the minimum levels necessary to adequately support City Council approved programs and priorities.

At the outset of the budget preparation process, each operating department received direction to return budget requests that maintained departmental expenditures in each and all non-personnel categories at or below the previous year levels. This "hold the line" approach is intended to assure the minimum proposed cost for delivery of all services. This direction was met with few exceptions. These occurred when careful review demonstrated that certain increased costs could not be avoided to maintain existing levels of service. Two specific service and expenditure enhancements are proposed for City Council consideration as shown on pages 104-a and 229 in the Proposed Budget.

This budget is organized by department and by enterprise operation with citywide summary financial tables provided at the beginning of the document. In order to assist City Council decision-making and to enhance the use and understanding of budget information by all users, the narrative sections of each budget presentation provide both an overview of the department's operational plan and service responsibilities as well as a brief description of departments' program and service priorities for the coming year. In each department, a section of the narrative presentation provides information about any significant variation in the expenditure requests as compared to the previous year to identify and highlight these variations in accordance with the priority to maintain costs at the lowest possible levels. For 2007-08, a revised and updated format for each department's line item detail presentation has been incorporated in the Budget document to expand the explanation of specific items proposed for funding.

Following City Council review of this Proposed Budget, a budget resolution that incorporates all City Council direction and decisions will be prepared for the City Council's approval.

## **OVERVIEW OF PROPOSED 2007-08 BUDGET**

The General Fund, Special Revenue Funds, and the Enterprise Budget accounts for a number of distinct municipal functions. The General Fund is the City's main operating fund for traditional, tax-supported municipal services. Police, fire, library, recreation, engineering, street and parks/landscape maintenance, and general government functions are all supported within the General Fund.



Special Revenue Funds are made up of activities with special, dedicated revenue support. Funding restrictions limit use of these moneys to such activities such as redevelopment, airport noise insulation, Gas Tax street maintenance, and other Federal and state funded programs.

The Enterprise Funds include the City's four business-type operations. The Water, Wastewater, Stormwater, and the San Bruno Cable Television Enterprises provide City services within budgets that are designed with users rates to fully recover operating costs through user fees and charges. Consumers of these services pay for the cost of the services only to the extent utilized.

The Proposed Budget incorporates the estimated revenues and planned expenditures for all General Fund, Special Revenue Funds, Enterprise Funds, including Internal Service Funds and other agency funds. The revenue total for all funds in the Proposed Budget is projected at \$66,740,100. Total proposed operating expenditures amount to \$59,211,900. An additional net non-operating expenditure amounts to \$11,626,800. A separate Capital Improvements Program and Budget for 2007-08 is currently being prepared and will be presented for subsequent review and approval by the City Council.

The following table summarizes General Fund, Enterprise Fund, and Redevelopment Agency revenues and expenditures included in the 2007-08 Proposed Budget.

	<b>2006-07 AMENDED BUDGET</b>	<b>2007-08 PROPOSED BUDGET</b>	<b>CHANGE FROM 2006-07</b>	<b>PERCENT CHANGE</b>
<b>GENERAL FUND</b>				
Revenues	\$30,506,200	\$32,127,100	\$ 1,620,900	5%
Expenditures	\$31,266,200	\$33,225,500	\$ 1,959,300	6%
<b>WATER ENTERPRISE</b>				
Revenues	\$ 7,235,500	\$ 8,072,200	\$ 657,360	11%
Expenditures	\$ 7,334,300	\$ 7,736,300	\$ 402,000	5%
<b>WASTEWATER ENTERPRISE</b>				
Revenues	\$ 7,132,900	\$ 7,762,500	\$ 629,600	9%
Expenditures	\$ 7,278,800	\$ 7,940,500	\$ 661,700	9%
<b>STORMWATER ENTERPRISE</b>				
Revenues	\$ 542,300	\$ 712,300	\$ 170,000	30%
Expenditures	\$ 544,600	\$ 535,400	(\$9,200)	0%
<b>CABLE TV ENTERPRISE</b>				
Revenues	\$ 8,689,800	\$ 9,307,700	\$ 617,900	7%
Expenditures	\$ 8,863,900	\$ 9,247,100	\$ 383,200	4%
<b>REDEVELOPMENT</b>				
Revenues	\$ 1,950,000	\$ 3,999,400	\$ 316,800	100%
Expenditures	\$ 2,741,100	\$ 3,067,800	\$ 326,700	12%

The summary shows significant percentage changes in several fund's revenues and expenditures. These changes are explained in detail below in the discussions of each individual fund. The changes include:

- General Fund (revenue) – The Proposed Budget includes a 5% increase in revenue. Additional budget strategy revenue of \$750,000 is projected from an interest payment

from the Redevelopment Agency (\$200,000) and cost allocation charge backs to capital projects (\$550,000).

- Water Enterprise (revenue) - Rate increase based on a three-year schedule approved in September 2006.
- Stormwater Enterprise (revenue) – The Proposed Budget includes the initial reimbursements for street sweeping costs on El Camino Real by the state and from AB 1546 for motor vehicles fees through C/CAG and interest earnings.
- Redevelopment (revenue) – The Proposed Budget includes property value reassessments related to the Crossing and the Shops at Tanforan since 2006-07.

## **GENERAL FUND**

The City's General Fund pays for the basic operations of the City. Over one-half of the General Fund revenue is allocated to support public safety activities. Proposed 2007-08 General Fund expenditures total \$33,225,500. Expected revenues amount to \$32,127,100; \$750,000 in budget strategy revenue along with a one-time transfer from reserves finances the anticipated expenditure total.

Beginning in 2002-03, the City has been seriously challenged to maintain an accepted level of service delivery in all operational areas of the City as a result of significant reductions in on-going revenues and relatively flat growth in tax revenues. At that time, all major revenues declined significantly or began to show no growth, the State was aggressively seizing local government revenues, and an unprecedented one-year increase in employee retirement costs were significant in impacting the balance of the City's General Fund. While many revenues have begun to show improvement since that time, growth has generally been relatively slow and has not kept pace with normal inflationary and other cost increase factors.

At the same time, continued growth in community service needs has occurred with an increased focus on the need to improve services especially in the areas of a strong public safety response capability, maintenance and improvement of the City's streets, landscape and infrastructure, public facility maintenance and replacement, most notably the City's public library facility, and the maintenance of a sound internal support structure through the City's administrative service departments necessary to assure efficient and coordinated direct service delivery.

Discussion of the factors driving this unprecedented environment of revenue constraints and the actions that the City has previously undertaken to maintain acceptable service delivery in the face of continuing growth in community service needs and expectations is detailed in previous years' budget documents. In summary, the City's budget reduction actions have included restructuring employee compensation, reductions in both administrative and support workforce, reductions to park and street maintenance, deferred equipment replacement and facility maintenance, limited reductions in the number of fire apparatus in service, and establishment of budget development and management policies and practices to contain and control costs across the board. Today, the 187 full-time equivalent positions in the General Fund remain 14 less than authorized in 2003-04.

Analysis of expenditure and service reductions has been accompanied by a thorough review of potential revenue enhancement strategies. Among the strategies which the City Council carefully considered were: imposition of garbage service franchise and cable television equity transfer rate adjustments; seeking voter approval for establishment of a Utility Users Tax, a parcel tax, or an entertainment tax; establishment of a benefit assessment district; and

generation of one time revenue through sale of City property. Due to a variety of considerations, these items were determined to not be feasible or desirable and were not pursued further.

The City did pursue detailed consideration to establish both a 911-Emergency Dispatch User fee and an In-Lieu Franchise fees on the City's Water and Wastewater enterprise operations. Following careful analysis of the legal and operational nature of these revenue options, neither was deemed appropriate to benefit the revenue/expenditure imbalance. Increases to all City direct service fees have been implemented consistent with the City Council policy for development and direct user services to recover their costs. All opportunities for use of one-time revenues and prudent use of the City's limited reserves are considered in establishing each year's budget.

A General Fund deficit in the amount of \$417,400 continues to be projected for 2007-08 despite these significant expenditure enhancement and cost containment steps. For the last 2 years and continuing for 2007-08, the amount of this "structural deficit" has remained in the range of approximately \$500,000. A structural deficit represents a continuing imbalance between the revenues available to fund operations and the cost associated with those operations on a year for year basis. The City Council has authorized the use of one time revenues and General Fund reserves to cover the deficit in previous years. Due to careful management of the budget during each year and the continuing situation of staff position vacancies during each year, the amount of such one time revenues projected at the adoption of the budget has typically been significantly reduced or eliminated by the end of the fiscal year. Despite this good result, the continuing structural revenue and expenditure imbalance remains a challenge to the integrity of City operations.

The City has remained focused on effective management of its revenue constraints and has done a responsive and responsible job of managing its available resources. At the same time, the community's need for services has increased and the reduced level of City service has itself resulted in additional deferred maintenance and operational needs. In a very real sense, the structural deficit situation has created an associated increasing imbalance or "deficit" in the City's ability to respond to increasing community service needs at the desired levels. Additional attention to the long term fiscal needs of the City will be needed over the next year.

For 2007-08, the deficit is proposed to be managed using the following strategies: \$750,000 in new revenue and \$250,000 from one-time reserves. The \$750,000 amount is available from interest-only payment from the Redevelopment Agency on prior advances from the City in the amount of \$200,000 and revenue from Cost Allocation Plan charge-backs from capital projects to reflect the total cost for project engineering services in the amount of \$550,000. One-time revenue will be used to balance the General Fund using residential development tax revenues of \$250,000. This one-time revenue was anticipated to be received in 2006-07 but will be collected early in 2007-08.

## **2007-08 GENERAL FUND REVENUE**

As regional economic conditions continue to stabilize, General Fund revenues traditionally received by governments including cities, local districts, and counties have shown modest increases. Growth in sales tax, property taxes, and business and leisure travel taxes has benefited cities in both San Mateo County and California. Although the rate and amount of tax

revenue growth remains modest, the diversity of San Bruno's General Fund revenue sources has continued to benefit the City.

State budget actions are not anticipated to have any significant adverse impact on the City's General Fund in 2007-08. Proposition 1A, sponsored by the League of California Cities and approved by the voters in 2004, established safeguards to prevent the diversion of city revenues without specific voter approval. During 2006-07, the state restored the final \$500,000 previously raided from the City.

During 2007-08, revenues from taxes, franchises, use of money and property, and department revenue are projected to increase by 4% from the 2006-07 budgeted amounts. Overall available revenue, including transfers, will increase by about 5%. Of the \$32,127,100 in 2007-08 General Fund revenue, approximately 64% is generated from six sources: sales tax, property tax, hotel/motel taxes, motor vehicle license fees, and various business taxes. These sources are each discussed in further detail below.

Sales tax revenue is projected at \$6,997,000 for 2007-08, nearly 22% of the total General Fund revenue. Sales tax revenue is projected to be \$296,000 higher than the 2006-07 budget, but remain level with the 2006-07 estimated actual amount. It should be noted that this revenue is highly volatile because it is directly related to the level of consumer retail spending and private business operational decision-making.

Measurably higher sales tax revenue beginning in 2006-07 was related to the full year's operation of the recently reopened Shops at Tanforan regional shopping center. A priority work effort to provide proactive development services will continue into 2007-08 toward full completion of the construction of the Cinemark Theater project at Tanforan and completion of remodeling at Target and JCPenney.

City property tax revenue is the fastest growing segment of the City's tax revenue. Overall property tax revenue is increased by \$327,000 over the estimated actual amount collected for 2006-07 due to assessed valuations increasing by nearly 5%. Hotel/motel tax revenues of \$1,133,000 are 3% higher than the 2006-07 estimated actual amount. Only recently has significant improvement in the travel/visitor service economic sector begun. The City received over \$1,550,000 in transient occupancy tax in 2000-01. Even with the addition of nearly 200 rooms, revenue from hotel/motels in 2007-08 is projected to remain significantly less than in 2000-01.

#### **GENERAL FUND EXPENDITURES**

Three budget presentation changes that significantly impact the General Fund expenditure sections of this budget were initiated in 2006-07 and are continued in 2007-08. These include:

- The Utility Billing Division is relocated into the General Fund (Finance Department) from the Water Enterprise Fund with a cost impact in the amount of \$672,600. The costs for support services provided through Utility Billing are allocated to each department consistent with the adopted Cost Allocation Plan.
- The General Fund Self-Insurance Fund charges each General Fund department a proportional cost of liability and workers compensation insurance in the total amount of \$1,089,100. This approach is intended to perform the dual function to better identify the

costs associated with the operation of each City department and to improve risk management accountability and tracking of these cost impacts by each department.

- The Public Works Administration-Engineering Division expenditures are reduced by \$245,000 in capital project charge backs previously accounted for in the General Fund.
- Equipment Reserve expenditures for major equipment replacements will be budgeted in the City's Capital Improvement Program Budget beginning in 2007-08. The allocation of expenses in most departmental budgets continues to reflect the annual allowance for future equipment acquisitions. In 2007-08, the Equipment Reserve Fund will be analyzed and changes made to improvement the reserving for the fixed assets reflected on the City's financial statements.

Proposed 2007-08 General Fund base-budget expenditures total \$33,225,500, a 6% increase from the amended 2006-07 budget. This amount is consistent with the 2007-08 revenue and expenditure estimates presented to the City Council in coordination with the 3<sup>rd</sup> quarter 2006-07 financial report. These estimates were based on a 4% projected cost increase, plus additional employee salary and benefit costs, for continuation of base service levels without service changes or expansion. On a Citywide basis, these projections have proved to be very accurate and most departmental budgets are presented at or below this comparative cost increase level. This excellent expenditure containment outcome is a direct result of the ongoing, active budget/expenditure oversight and management efforts provided in every City department.

The proposed budget continues to account for the increased level of employee retirement costs that were first required by CalPERS in 2004-05. Employees continue to contribute a fixed percentage of income toward their CalPERS retirement benefit and the City contributes a rate that fluctuates annually based on the City's retirement plan asset valuation. The CalPERS rates for 2007-08 are 30.3% of salary for Public Safety Plan members and 14.5% of salary for Miscellaneous Plan members. The total General Fund cost for retirement benefits amounts to over \$3,000,000.

A contingency of \$1,250,000 is budgeted in the Non-Departmental Division related to the outcome of labor negotiations with three City employee groups. Negotiations have been ongoing with the Police Bargaining Unit and the Public Safety Mid-Management Bargaining Unit since related memorandums of understandings expired on June 30, 2006. In prior years, the actual amount of negotiated salary and benefit increases contained in multi-year employee bargaining unit agreements were budgeted in each operating and enterprise budget. The contingency amount for the above two units and the Management Employees Association included in the 2007-08 Proposed Budget is estimated based on current wage and benefit costs.

The cost of employee health care benefits has been a major factor during recent employee labor negotiations and a significant City cost in the 2007-08 Proposed Budget. The total health care premium will decrease from \$1,275 per month per employee to \$1,203 through October 2007 after which the amount of the annual increase in premium costs to the City is limited to 10%. The cost to the General Fund for this employee benefit amounts to \$2,300,000. In addition, based on the current bargaining unit agreements, City employees will contribute an additional \$380,000 annually toward the General Fund's health care premium obligation. Costs for employees in Enterprise and other funds reflect similar obligations.

The high cost of employee medical benefit premiums and the resulting cost impact on the City and on individual employees has had a significant negative impact on the City's ability to attract and retain high quality employees in all departments. Resolution of the employee bargaining unit negotiations on this issue and on the need to provide salaries at a reasonable level in comparison the regional public sector labor market has been a high priority for 2006-07. The completed agreements call for the formation of a Labor-Management Committee to review and provide recommendations regarding medical plan structures, pricing for levels of benefits, health care industry trends, and alternative medical plans available in the marketplace. The City's goals for the best value for both the City and the employees, fairness and equity for employees, comparable coverage and rates as others cities in the region, and addressing the long-term issue of health care costs will addresses through the Committee.

In order to take advantage of opportunities to move the City forward, this Proposed Budget recommends that additional operating processes and organizational structure modifications should be made. This includes a change in one operational area in 2007-08 (no new positions are proposed for 2007-8). The total impact of this service level enhancement in the General Fund amounts to \$69,000.

- Police management reorganization resulting in three new reclassified Commander positions and eliminating a Captain and two Lieutenant positions - \$69,000.

One additional service level enhancement is proposed in the Redevelopment Agency budget.

#### **GENERAL FUND WORK PROGRAM PRIORITIES**

Organizational and Operational Efficiency - Each year the planning and review process for development of the proposed budget and implementation of the planned work program requires a close look at how the existing organizational capacity can be made more effective in addressing key community issues. This review builds upon the City's reorganization efforts undertaken to implement the prior years' budget reductions. A key effort for the 2006-07 work program was initiation of organizational review and restructuring to promote improved interdepartmental coordination and cost efficiency in delivering projects and services.

The transition of key staff positions and operational priorities focused this effort primarily on the Public Works and Police Departments. For 2007-08, this work effort will continue and will address operating issues and needs throughout the organization. The development of a strong and capable internal operating structure will require the establishment of policies, standards and procedures in all operating departments covering all basic operations and functions. Any needs for further review or change to the City's organization structure and specific budget expenditures during the year will be brought forward for separate City Council consideration.

Long-term Fiscal Stability - As discussed previously in this letter, continuing attention is required to assure that San Bruno remains a desirable place to live, work and do business, and to maintain a service level which produces this result. Without attention, one time revenues and City reserves will continue to be required to allow the maintenance of basic services and the City will not be able to provide important improvements to services that are needed to move San Bruno forward.

In April 2007, the City Council contracted with Godbe Research to conduct a survey of voters related to financing approaches for a new Public Library. In order to use this opportunity to obtain information about other facility and operational needs of the City, a split survey sample was used. One-half of the total survey sample responded to questions only about funding for a new library. The second sample evaluated more comprehensive community needs. A voter-approved transaction and use tax (sales tax) of 0.5%, or ½ cent was tested as the funding for facility and service enhancements. The outcome of this public survey will be used to re-evaluate potential revenue enhancement opportunities with widespread community support.

Climate Change – Over the past year, increasing national and world-wide attention has been directed to issues related to the accelerating pace of climate change and the potential for severe environmental and economic impacts. In California, new state legislation mandates that local cities and counties play an increasingly active leadership role to implement programs and policies designed to reduce the community's "carbon footprint" or overall level of carbon emissions into the environment. The City will be responsible both to implement climate-friendly policies and initiatives affecting its own operations as well as to assure that initiatives are implemented within the community as a whole.

San Bruno has taken several important steps in previous years toward these objectives including the establishment of single stream recycling to reduce solid waste disposal, installation of energy efficient fixtures in City facilities and street lights, use of automatic monitoring systems to regulate and minimize energy use in City water pumps and other heavy equipment and providing incentives for use of energy efficient appliances and for using green building practices. In order to meet state requirements and achieve best management and practices, this effort will need to receive significantly more attention in the coming year and beyond.

## **REDEVELOPMENT AGENCY**

### **REDEVELOPMENT REVENUES**

The San Bruno Redevelopment Agency first received tax increment revenue in 2000-01. The City Council and the Redevelopment Agency approved the Redevelopment Plan in August 1999 and established 1998-99 as the base year for determining tax increment. The gross tax increment in 2007-08 will amount to \$6,500,000. Following payment for County administration pass-through, and basic-aid requirements in the amount of \$2,600,000, the Agency will receive approximately \$3,999,400, including housing set-aside funds.

The Redevelopment Agency's level of tax increment revenues result from increases in assessed valuation in the project area above those in place in the base year. The Redevelopment Plan projections, originally prepared in 1999, anticipated total net tax increment revenues of approximately \$2,938,700 (gross amount of \$4,765,500) in 2007-08. This figure was based on the anticipated assessed values from a majority of the development potential projected to be in place at The Crossing/San Bruno and The Shops at Tanforan. The total amount of revenues projected for 2007-08 is significantly higher for 2007-08 than was originally projected at the Agency Plan's inception. At the Crossing, the sale of the first two phases of the project, the Meridian and Paragon Apartments, which occurred in late 2005 and early 2006 and the remodel of the Shops at Tanforan are now reflected in the Agency's tax increment receipts and projections.

The State no longer impacts the Agency revenues through an Educational Revenue Augmentation Fund (ERAF) shift of tax increment away from redevelopment agencies as it continues to do with the City.

In the initial years of the Agency's existence, funding for Agency operating expenditures required borrowing from other City funds. The loans have been made from the General Fund and from the City's Equipment Reserve Fund. For the first time, the Redevelopment Operating Fund is in a position to begin paying interest on advances for operations and capital projects required by the Agency. The total current loan balances are to the General Fund, \$318,000 and to the Equipment Reserve, \$3,227,800. As previously discussed in this letter, the Proposed Budget reflects a payment of \$200,000 to the General Fund.

## **REDEVELOPMENT EXPENDITURES**

Proposed 2007-08 Redevelopment Agency expenditures total \$2,714,100 to further implement the Agency's Redevelopment Plan. The Agency fully funds the Housing and Redevelopment Manager position and limited portions of other Community Development personnel supporting the redevelopment program. In addition, expenditures include reimbursement to the General Fund for General Administration departments involved in the delivery of Agency programs, projects, and activities as calculated through the through the Cost Allocation Plan completed in 2005-06. Redevelopment Agency operating expenses include the annual debt repayment of \$650,000 for construction of the Joint Police Facility.

Payment for the annual Affordable Housing Subsidy to the Meridian Apartments at the Crossing is budgeted for the Low/Moderate Income Housing Fund. This obligation, with an annual cap of \$311,000 to maintain the affordability of required affordable units, is required by the Owner Participation Agreement for the Meridian Apartments.

Given the increase in Agency revenues and the elimination of the need for additional borrowing to cover basic operating expenses for the Agency, a significant opportunity exists beginning in 2007-08 for the Agency to evaluate the use of available tax increment revenues to assist and assure the development of redevelopment projects which have the potential to revitalize the community economy and improve overall revenues to the City and the Agency. The Agency has historically provided an annual program to provide Façade Improvement funding for business facility rehabilitation projects primarily in the downtown corridor. This program has been successful in assisting to attract new businesses to the downtown. Additional projects and programs will be evaluated 2007-08.

One significant project initiative is proposed for funding in 2007-08 to continue the effective utilization of redevelopment policies and resources for community revitalization. \$350,000 is proposed to be allocated to fund a comprehensive strategic planning process for the downtown and central business core of the City. This planning process will create a long term vision and strategic plan document detailing the community's interests for the physical appearance, commercial business types, pedestrian and vehicle traffic and circulation patterns and other principles to guide the future development of the area generally including the San Mateo Ave. downtown corridor, El Camino Real between San Mateo and San Bruno Aves. and San Bruno Ave. between San Mateo Ave. and El Camino Real.



## **WATER ENTERPRISE**

The Water Fund operations are responsible for the production and distribution of a dependable water supply to San Bruno from two primary sources; the City's own water wells and the purchase of Hetch Hetchy water from the San Francisco Public Utilities Commission (SFPUC).

The San Bruno water system consists of five production wells currently capable of producing a total of 3,232,000 gallons per day, thirteen pressure zones, eight storage tanks located at six sites, and five connections to major transmission pipelines (four owned and operated by the SFPUC and one by the North Coast County Water District). The distribution system includes eighteen booster pumps, 985 fire hydrants, 9,000 valves, 100 miles of water mains, and over 11,300 meter services.

### **WATER REVENUES**

In 2000, the City Council initiated a process to identify and evaluate needed capital improvements for the water system through preparation of a City Utility and Infrastructure Master Plan. As part of this process, the City Council identified the intent to maintain an on-going rate structure to support necessary capital improvements in the Water Enterprise.

In 2006, an independent engineering firm completed both Water and Wastewater Fund rate evaluations. This update was done in accordance with industry standards and addresses changes to the City's utility plans and costs that have occurred since the last study 2004. The proposed rate program included recommended increases from 7.5% to 8.2% for the average water user over a three year period. For 2007-08, this adjustment will result in the average bimonthly bill for a residential customer to increase to \$75.86. Revenues shown in this Proposed Budget reflect the three-year rate schedule approved by the City Council in 2006.

Water system revenue requirements include operation and maintenance expenses and water supply costs. Water Fund revenues are projected to total \$8,072,200 in 2007-08, 96% from water service billing.

### **WATER EXPENDITURES**

In 2007-08, the Water Enterprise anticipates maintaining operation of 5 water production wells. This is the result of the completion in 2004 of the new Lions Field Well (Well #20) and completion of repairs in 2006 to Wells #15 and #18 which have historically experienced long periods of time out of service due to pump motor operational problems. The enterprise will continue to monitor for saltwater intrusion into the underground water supply through the monitoring wells established with funding from a state grant in 2006. The continuing efforts toward development of a comprehensive water policy and coordinating with the San Francisco Public Utilities Commission and other local water agencies for a permanent conjunctive use program will be priorities for the 2007-08 work program.

No transfer to the Enterprise Capital Fund is included in the Water Enterprise projected expenditures, although carry-over capital appropriations amount to \$3,100,000. The level of necessary transfers will be confirmed during the review in developing the 2007-08 Capital Improvement Program Budget.

### **WASTEWATER ENTERPRISE**

The Streets, Storm and Wastewater Division of the Public Works Department is responsible for the wastewater collection system throughout the City, including all sewer mains, manholes, lower laterals, and seven lift stations. Wastewater treatment is handled under a Joint Powers Agreement with the City of South San Francisco. Approximately 3,400,000 gallons of effluent per day are pumped from San Bruno through the Shaw Road Pump Station to be treated at the jointly owned South San Francisco-San Bruno Water Quality Control Facility.

The treatment facility, which is located in the City of South San Francisco, is operated and maintained by the City of South San Francisco, which also administers the state-mandated Water Quality Control and Industrial Waste Discharge Program. Treated wastewater is discharged two miles out into San Francisco Bay by way of the joint outfall pipeline shared by the cities of San Bruno, South San Francisco, Millbrae, Burlingame, Colma, and the San Francisco Airport.

### **WASTEWATER REVENUES**

Similar to the situation addressed in the Water Enterprise, in 2000 the City Council developed and adopted the City Utility and Infrastructure Master Plan. The City Council directed that an on-going rate structure be maintained to support necessary capital improvements in the Wastewater Enterprise. In order to fund necessary capital improvements to maintain the useful life of the City's aging infrastructure and provide adequate resources for operations, the City completed a Wastewater rate evaluation through an independent engineering firm in 2006.

The rate evaluation study concluded with the requirement for a 15.1% rate increase for 2007-08. This adjustment will result in the average bimonthly bill for a residential customer to increase to \$91.30. Revenues for 2007-08 are projected based upon the proposed rate increase amount.

In addition to system capital improvement costs, Wastewater system revenue requirements include operation and maintenance expenses, wastewater treatment costs, and debt service. Revenue requirements for 2007-08 have increased significantly because of South San Francisco treatment plant costs for both operations and plant improvements.

### **WASTEWATER EXPENDITURES**

The proposed total expenditure base budget for the Wastewater Enterprise is \$7,940,500. The level of necessary transfers will be confirmed during the review in developing the Capital Improvement Program Budget for 2007-08.

Wastewater expenditures due to South San Francisco related to plant operations and the Cease and Desist Order improvements have escalated significantly in recent years. The City's share of annual debt service on three State Department of Water Quality loans is included in the proposed budget.

## **STORMWATER ENTERPRISE**

The City's Streets, Storm, and Wastewater Division provides for the Stormwater Enterprise maintenance function. The Division performs drainage channel and ditch maintenance, wet-weather slope protection on public lands, and maintains two San Mateo County Flood Control District pump stations under contract with the County on a reimbursement basis.

### **STORMWATER REVENUES**

The standard charge for the City's Stormwater Fund in 2007-08 will amount to \$46.16, a monthly equivalent of \$3.85. Projected total revenues for the Stormwater Fund will total \$712,300. No rate increase is proposed at this time although it is likely that the City will need to prepare for a future process to seek property owner approval for an increase to cover basic annual operating costs. The proposed budget includes projected revenue from reimbursement of street sweeping costs on El Camino Real by the state and from AB 1546 for motor vehicle license fees through C/CAG.

### **STORMWATER EXPENDITURES**

The proposed total expenditure base budget for the Stormwater Fund for 2007-08 is \$535,400. The level of necessary transfers will be reviewed in developing the Capital Improvement Program Budget for 2007-08.

## **CABLE TELEVISION ENTERPRISE**

San Bruno Municipal Cable Television has delivered a full suite of broadband services including analog cable, digital cable, high definition television, pay for view, and high-speed Internet services. San Bruno Cable has recently expanded its services to include wireless Internet, Video on Demand (VOD) and Voice over Internet Protocol (VoIP) providing calling features offered in standard telephone service.

During 2007-08, the Enterprise operations will focus on the newly deployed services which are required to maintain a competitive position in the regional and industry operating environment, particularly the efforts of telephone and other service providers to enter the video business. Customers are offered a wide selection of analog, digital, and Internet service packages at rates that are either the lowest or one of the lowest in the Bay Area.

San Bruno Cable Channel 11 features live City Council and other governmental meetings, local high school sporting events, public service announcements, and personal messages. Various City events and festivities are taped and played back for the community's viewing.

### **CABLE TELEVISION REVENUES**

The 2007-08 Proposed Budget eliminates the Cable Operating Fund cash deficit in setting recommended revenue and expenditure levels. The Cable Operating Fund is projected to move into a positive cash position through the rate adjustments approved by the City Council for implementation in July, 2007. San Bruno Cable Television rates remain among the lowest in the Bay Area.

Cable Television revenues are projected to total \$9,307,700 in 2007-08. A majority of the revenue comes from basic, premium, and digital monthly television billing. Internet services represent an increasingly significant share of the revenue total at \$1,600,200. The new voice service revenue is anticipated to amount to \$400,000 in the first year of the service. Additional revenue is received for installation charges and advertising commissions.

#### **CABLE TELEVISION EXPENDITURES**

The 2007-08 Proposed Budget includes total operating expenditures of \$9,247,100. A transfer of \$610,000 to the Capital Replacement Fund is included in the Cable Television Enterprise projected expenditures. The Capital Improvement Program Budget will include acquisition of equipment to further plans for the all-digital cable system. The level of additional transfers will be reviewed in developing the Capital Improvement Program Budget for 2007-08.

#### **CONCLUSION**

The 2007-08 Proposed Budget continues base level City services funded in previous years and continues the budget reductions approved in previous years. Overall, the City Council's strong commitment and direction for action to address the budget deficit has produced the necessary results and the City's General Fund, Special Revenue Funds, and Enterprise Funds are progressing toward reasonable health. This occurs as a result of sound fiscal practices, selected revenue expansions, and adherence to a lean organizational staffing structure. By taking the difficult actions associated with maintaining past expenditure and program reductions, the City is situated to maintain critical services in all departments, which support and enhance the San Bruno community.

Careful and thoughtful evaluation of all proposed expenditures and a reasonable projection of anticipated revenues has guided the development of this budget with adherence to direction that the budget must "hold the line" in all areas. The City will continue to be challenged to maintain and improve delivery of the services the community expects within the parameters of reduced resources. With a focus on securing the City's future, the staff work program will fine-tune all of its programs and operations to achieve specific objectives to move San Bruno forward.

Each Department Director contributed their time, talent and their perspective on making San Bruno even better in the preparation of these budgets. I appreciate their dedication, their understanding of the community's priorities and needs and their continuous attention to the delivery of the highest quality services. Special thanks are due to the Finance Department staff who led the budget development and production process. Finance Director Jim O'Leary and Assistant Finance Director Nick Pegueros provided guidance and direct support to all departments. Accounting and Customer Service Representatives Jennifer Dianos and Darlene Wong spent countless hours checking and cross-checking figures, inputting data and creating an easy to use and visually attractive document. I am extremely proud of their work and grateful to each of them.

Sincerely,



Connie Jackson  
City Manager

**PRIORITY FOCUS OBJECTIVES****1. DEVELOP A STRONG ECONOMIC BASE TO PROMOTE CITY ECONOMIC VITALITY**

- Develop strategies for maximizing City revenues from all sources, including City-owned property and other assets.
- Develop strategic vision and specific plans for Downtown and the El Camino Real corridor. Redefine geographic perception of Downtown boundary and promote more intense business and residential development in Downtown.
- Evaluate the capacity of existing infrastructure (east of El Camino Real) to support desired economic development.
- Retain and enhance existing businesses through pro-business public/private partnerships and promote the City's support for quality development.
- Review ordinances and development policies that may impede the present and future economic development needs of the City.
- Use City revenue-generating capability as key criteria in planning future community development and apply full City cost recovery to all private development efforts.
- Plan for City resource allocations necessary with in mission critical departments for timely completion of existing critical development projects.

**2. ATTAIN EXCELLENCE IN CUSTOMER SERVICE DELIVERY**

- Encourage employees to create added value in each transaction by offering assistance to residents/businesses across department boundaries.
- Establish and promote customer service delivery standards and coordinate with employee orientation.
- Examine and eliminate policies and practices that inhibit excellent customer service.
- Maximize use of City publications and resources for communicating with the public and increase use of technology in serving City customers.
- Expand one-stop options for City customers.
- Recognize and address ethnic and other diverse customer needs.
- Identify and develop specific opportunities to solicit and evaluate citizen and customer input and feedback.

**3. ENHANCE THE CITY'S APPEARANCE AND IMAGE IN A MANNER RESPONSIVE TO THE COMMUNITY'S NEEDS AND INTERESTS**

- Enhance community appearance in neighborhood and business districts through strict and comprehensive code enforcement effort.
- Develop design standards for key City corridors.
- Pursue the availability of first-rate public facilities that project and reflect the image of community.
- Develop and implement City gateway entrance design and standards.

- Develop City directed and cooperative campaign for enhanced neighborhood and business appearance.
- Enhance tree and other landscape installation and maintenance along public streets, ways, and public easements.
- Improve roadway and sidewalk maintenance to insure user safety, aesthetics, and operations.

City of San Bruno  
Combined Statement of Available Fund Assets - All Funds  
2007-08 Proposed Budget

Fund Title	Available Assets as of July 1, 2007	Operating Revenue	Operating (Expense)	Non-Operating Revenue/ (Expense)	Available Assets as of June 30, 2008
General Fund:					
Operations	\$ 191,837	\$ 32,877,089	\$ (33,225,455)	\$ 250,000	\$ 93,471
Equipment Reserve	3,340,274	-	-	802,753	4,143,027
Special Revenues:					
Redevelopment Fund	661,985	2,666,637	(1,455,500)	(650,000)	1,223,121
Low/Moderate Income Housing Func	573,517	1,332,778	(1,006,102)	-	900,193
Capital Improvements:					
Parks & Facilities	397,466	-	-	(263,324)	134,142
Streets	231,466	-	-	(818,938)	(587,472)
Technology	185,598	-	-	(181,561)	4,037
Redevelopment	325,267	-	-	(286,782)	38,485
Enterprise Funds:					
Water - Summary	6,624,354	8,072,200	(6,416,675)	(1,958,440)	6,321,439
Stormwater - Summary	2,175,064	637,250	(474,405)	(225,000)	2,112,909
Wastewater - Summary	7,934,255	7,787,500	(5,506,651)	(6,337,035)	3,878,069
Cable Television - Summary	526,282	8,940,047	(7,028,999)	(1,958,440)	478,889
Internal Services:					
Central Garage	94,335	593,468	(637,804)	-	50,000
Buildings & Facilities Maint.	56,809	1,047,342	(1,054,145)	-	50,006
Technology Support	4,639	634,733	(634,733)	-	4,639
Self-Insurance	1,315,665	2,151,048	(1,771,431)	-	1,695,282
<b>GRAND TOTAL</b>	<b>\$ 24,638,814</b>	<b>\$ 66,740,091</b>	<b>\$ (59,211,900)</b>	<b>\$ (11,626,767)</b>	<b>\$ 20,540,238</b>

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General Fund  
Statement of Available Assets  
2007-08 Proposed Budget

	2006-07 Est. Actual	2007-08 Proposed
<b>Operating Revenues</b>		
Taxes	\$ 19,572,675	\$ 20,135,961
Departmental Revenues	3,878,555	5,204,126
Franchises	1,377,135	1,473,145
Use of Money & Property	1,482,697	1,676,255
Allocations & Other Revenue	3,070,341	3,637,601
Interest payment from RDA	-	200,000
Fully burdened project charge backs	-	550,000
<b>Total Operating Revenues</b>	<b>29,381,403</b>	<b>32,877,089</b>
<b>Operating Expenses</b>		
General Administration	3,153,187	3,557,715
Public Safety	18,757,212	19,538,677
Public Works	2,016,568	2,641,990
Community Development	1,868,493	2,198,441
Parks & Recreation	4,393,770	4,762,051
Library	1,896,488	1,945,935
Non-Departmental	711,955	2,173,755
Internal Allocations	(3,593,110)	(3,593,110)
<b>Total Operating Expenses</b>	<b>29,204,563</b>	<b>33,225,455</b>
<b>Operating Surplus (Deficit)</b>	<b>\$ 176,840</b>	<b>\$ (348,366)</b>
<b>Non-Operating Revenue (Expense)</b>		
Transfer From Reserves	\$ -	\$ 250,000
<b>Total non-operating revenues (expenses)</b>	<b>-</b>	<b>250,000</b>
<b>Change in Available Assets</b>	<b>\$ 176,840</b>	<b>\$ (98,366)</b>
<b>Available Assets</b>		
Beginning Balance, July 1	\$ 14,997	\$ 191,837
Change in Available Assets	176,840	(98,366)
<b>Ending Balance, June 30</b>	<b>\$ 191,837</b>	<b>\$ 93,471</b>
<b>Service Level Enhancement</b>		
Police Command Staff Reorg	-	69,000

General Fund  
Revenue Summary  
2007-08 Proposed Budget

Revenue	2004-05 Actual	2005-06 Actual	2006-07 Amend. Budget	2006-07 Est. Actual	2007-08 Proposed	Change in Budget
<b>Taxes</b>						
Property Taxes	\$ 4,676,150	\$ 4,937,116	\$ 5,765,540	\$ 5,807,500	\$ 6,134,462	6.40%
Sales Taxes	5,971,508	6,816,036	6,700,000	6,988,984	6,996,986	4.43%
Hotel/Motel Taxes	900,000	1,139,693	1,050,000	1,100,000	1,133,000	7.90%
Vehicle License Fees	3,106,874	2,824,642	3,097,954	3,189,814	3,369,401	8.76%
Regulatory Cardroom Fees	1,285,200	1,310,900	1,343,677	1,343,677	1,378,613	2.60%
Business Taxes	1,192,260	1,285,701	1,387,000	1,142,700	1,123,500	-19.00%
Subtotal	17,131,992	18,314,088	19,344,171	19,572,675	20,135,961	4.09%
<b>Franchises</b>						
PG&E	299,000	318,147	318,000	331,000	340,930	7.21%
San Bruno Garbage	680,000	729,409	652,475	662,000	703,648	7.84%
Cable Television In-Lieu	356,000	394,944	390,102	384,135	428,567	9.86%
Water In-Lieu	103,500	110,000	-	-	-	0.00%
Wastewater In-Lieu	99,900	102,800	-	-	-	0.00%
Subtotal	1,538,400	1,655,300	1,360,577	1,377,135	1,473,145	8.27%
<b>Use of Money &amp; Property</b>						
Interest Earnings	290,000	485,246	380,000	400,000	500,000	31.58%
Rentals	349,452	293,624	331,565	310,428	319,121	-3.75%
Cable Equity Earnings	713,000	789,888	780,000	768,269	857,134	9.89%
Other	35,060	26,500	-	4,000	-	0.00%
Subtotal	1,387,512	1,595,258	1,491,565	1,482,697	1,676,255	12.38%
<b>Allocations &amp; Other Revenues</b>						
Transfers from Other Funds	1,792,440	1,803,066	2,893,059	2,859,235	3,432,601	18.65%
Other	39,238	17,550	197,112	211,106	205,000	4.00%
Subtotal	1,831,678	1,820,616	3,090,171	3,070,341	3,637,601	17.72%
<b>Departmental Revenues</b>						
Police	931,504	800,356	909,860	943,704	900,600	-1.02%
Fire	232,749	370,389	248,849	231,729	276,449	11.09%
Public Works Engineering	463,254	300,890	31,100	36,420	178,415	473.68%
Public Works Streets	748,500	748,500	808,300	788,300	788,300	-2.47%
Planning	99,455	86,244	114,871	67,800	149,000	29.71%
Building	1,629,059	2,507,392	2,269,000	1,023,000	2,032,000	-10.45%
Recreation Services	673,700	647,766	691,500	710,700	725,000	4.84%
Parks Maintenance	15,300	31,330	15,500	15,402	15,862	2.34%
Senior Services	-	-	67,000	-	77,000	14.93%
Library Services	63,580	63,244	63,700	61,500	61,500	-3.45%
Subtotal	4,857,101	5,556,111	5,219,680	3,878,555	5,204,126	-0.30%
<b>Total</b>	<b>\$ 26,746,683</b>	<b>\$ 28,941,373</b>	<b>\$ 30,506,164</b>	<b>\$ 29,381,403</b>	<b>\$ 32,127,089</b>	<b>5.31%</b>

General Fund  
Expenditure Summary  
2007-08 Proposed Budget

Expenditures	2004-05 Actual	2005-06 Actual	2006-07 Amend. Budget	2006-07 Est. Actual	2007-08 Proposed	Change in Budget
General Government						
City Council	\$ 132,441	\$ 145,859	\$ 154,715	\$ 140,031	\$ 160,080	3.47%
City Clerk	166,420	229,789	198,348	220,029	271,148	36.70%
City Treasurer	69,029	73,844	69,205	63,453	67,616	-2.30%
City Attorney	374,771	440,593	392,790	383,369	402,192	2.39%
City Manager	362,583	380,745	406,994	382,416	411,659	1.15%
Human Resources	373,680	452,327	526,012	480,633	573,204	8.97%
Finance						
Administration	532,868	774,122	824,870	836,778	889,394	7.82%
Revenue Services*	-	-	693,911	646,476	782,422	12.76%
Subtotal	2,011,792	2,497,279	3,266,845	3,153,187	3,557,715	8.90%
Police	8,759,328	9,555,488	11,457,680	11,206,352	11,546,494	0.78%
Fire	5,662,295	6,430,942	7,544,345	7,550,859	7,992,183	5.94%
Public Works						
Admin. & Engineering	1,018,082	671,221	1,285,110	867,930	1,307,625	1.75%
Streets Maintenance	1,080,308	1,120,112	1,329,536	1,148,637	1,334,365	0.36%
Subtotal	2,098,390	1,791,333	2,614,647	2,016,568	2,641,990	1.05%
Community Development						
Planning	220,603	477,663	769,940	610,833	689,215	-10.48%
Building Inspection	753,254	979,909	1,418,861	1,257,660	1,509,226	6.37%
Subtotal	973,857	1,457,572	2,188,801	1,868,493	2,198,441	0.44%
Parks & Recreation						
Recreation Services	1,050,332	1,182,488	1,295,180	1,320,209	1,409,541	8.83%
Parks Maintenance	1,840,994	2,037,932	2,498,040	2,439,156	2,555,189	2.29%
Senior Services	521,731	543,056	710,649	634,404	797,321	12.20%
Subtotal	3,413,057	3,763,476	4,503,869	4,393,770	4,762,051	5.73%
Library	1,528,758	1,663,807	1,957,790	1,896,488	1,945,935	-0.61%
Non-Departmental	2,008,221	1,698,427	1,325,300	711,955	2,173,755	64.02%
Allocation Offsets	-	-	(3,593,110)	(3,593,110)	(3,593,110)	0.00%
Total	\$ 26,455,698	\$ 28,858,324	\$ 31,266,166	\$ 29,204,563	\$ 33,225,455	6.27%

\* Prior to 2006-07, Revenue Services was shown as "Utility Billing" in the Water Fund

General Equipment Reserve Fund  
Statement of Available Assets  
2007-08 Proposed Budget

	2006-07 Est. Actual	2007-08 Proposed
Non-Operating Revenue (Expense)		
Transfers In	\$ 802,753	\$ 802,753
Capital Replacements	(350,000)	-
Total non-operating revenues (expenses)	<u>452,753</u>	<u>802,753</u>
<b>Change in Available Assets</b>	<b><u>\$ 452,753</u></b>	<b><u>\$ 802,753</u></b>
<b>Available Assets</b>		
Beginning Balance, July 1	\$ 2,887,521	\$ 3,340,274
Change in Available Assets	<u>452,753</u>	<u>802,753</u>
<b>Ending Balance, June 30</b>	<b><u><u>\$ 3,340,274</u></u></b>	<b><u><u>\$ 4,143,027</u></u></b>

Redevelopment Fund  
Statement of Available Assets  
2007-08 Proposed Budget

	2006-07 Est. Actual	2007-08 Proposed
Operating Revenues		
Net Tax Increment	\$ 2,465,000	\$ 2,666,637
Total Operating Revenues	<u>2,465,000</u>	<u>2,666,637</u>
Operating Expenses		
RDA Administration	\$ 817,082	\$ 1,455,500
Total Operating Expenses	<u>817,082</u>	<u>1,455,500</u>
<b>Operating Surplus (Deficit)</b>	<b><u>\$ 1,647,918</u></b>	<b><u>\$ 1,211,137</u></b>
Non-Operating Revenue (Expense)		
Debt Service	\$ (650,000)	\$ (650,000)
Partial repayment of loan from the General Fund	(118,700)	-
Total non-operating revenues (expenses)	<u>(768,700)</u>	<u>(650,000)</u>
<b>Change in Available Assets</b>	<b><u>\$ 879,218</u></b>	<b><u>\$ 561,137</u></b>
<b>Available Assets</b>		
Beginning Balance, July 1	\$ (217,233)	\$ 661,985
Change in Available Assets	<u>879,218</u>	<u>561,137</u>
<b>Ending Balance, June 30</b>	<b><u><u>\$ 661,985</u></u></b>	<b><u><u>\$ 1,223,121</u></u></b>
<b>Service Level Enhancement</b>		
Downtown Plan	-	\$ 350,000

Low/Moderate Income Housing Fund  
Statement of Available Assets  
2007-08 Proposed Budget

	2006-07 Est. Actual	2007-08 Proposed
Operating Revenues		
Net Tax Increment	\$1,232,000	\$ 1,332,778
Total Operating Revenues	<u>1,232,000</u>	<u>1,332,778</u>
Operating Expenses		
LMIH Administration	\$922,130	1,006,102
Total Operating Expenses	<u>922,130</u>	<u>1,006,102</u>
<b>Operating Surplus (Deficit)</b>	<b><u>\$ 309,870</u></b>	<b><u>\$ 326,676</u></b>
Non-Operating Revenue (Expense)		
Total non-operating revenues (expenses)	<u>-</u>	<u>-</u>
<b>Change in Available Assets</b>	<b><u>\$ 309,870</u></b>	<b><u>\$ 326,676</u></b>
<b>Available Assets</b>		
Beginning Balance, July 1	\$ 263,647	\$ 573,517
Change in Available Assets	<u>309,870</u>	<u>326,676</u>
<b>Ending Balance, June 30</b>	<b><u><u>\$ 573,517</u></u></b>	<b><u><u>\$ 900,193</u></u></b>

Parks Facilities Capital Improvement Fund  
Statement of Available Assets  
2007-08 Proposed Budget

	2006-07 Est. Actual	2007-08 Proposed
Non-Operating Revenue (Expense)		
Transfers In	\$ 410,000	\$ -
Reimbursements	-	2,166,804
Capital Projects Expended	(825,000)	-
Carry Forward Capital Appropriations		(2,430,128)
Total non-operating revenues (expenses)	<u>(415,000)</u>	<u>(263,324)</u>
<b>Change in Available Assets</b>	<b><u>\$ (415,000)</u></b>	<b><u>\$ (263,324)</u></b>
<b>Available Assets</b>		
Beginning Balance, July 1	\$ 812,466	\$ 397,466
Change in Available Assets	<u>(415,000)</u>	<u>(263,324)</u>
<b>Ending Balance, June 30</b>	<b><u><u>\$ 397,466</u></u></b>	<b><u><u>\$ 134,142</u></u></b>

Streets Capital Improvement Fund  
Statement of Available Assets  
2007-08 Proposed Budget

	2006-07 Est. Actual	2007-08 Proposed
Non-Operating Revenue (Expense)		
Reimbursements	145,000	5,403,381
Capital Projects Expended	(1,230,650)	-
Carry Forward Capital Appropriations		(6,222,319)
Total non-operating revenues (expenses)	<u>(1,085,650)</u>	<u>(818,938)</u>
<b>Change in Available Assets</b>	<b><u>\$(1,085,650)</u></b>	<b><u>\$ (818,938)</u></b>
<b>Available Assets</b>		
Beginning Balance, July 1	\$ 1,317,116	\$ 231,466
Change in Available Assets	<u>(1,085,650)</u>	<u>(818,938)</u>
<b>Ending Balance, June 30</b>	<b><u><u>\$ 231,466</u></u></b>	<b><u><u>\$ (587,472)</u></u></b>



Technology Improvement Fund  
Statement of Available Assets  
2007-08 Proposed Budget

	2006-07 Est. Actual	2007-08 Proposed
Non-Operating Revenue (Expense)		
Transfer In	\$ 6,000	\$ -
Capital Projects Expended	(290,204)	-
Carry Forward Capital Appropriations		(181,561)
Total non-operating revenues (expenses)	<u>(284,204)</u>	<u>(181,561)</u>
<b>Change in Available Assets</b>	<b><u>\$ (284,204)</u></b>	<b><u>\$ (181,561)</u></b>
<b>Available Assets</b>		
Beginning Balance, July 1	\$ 469,802	\$ 185,598
Change in Available Assets	<u>(284,204)</u>	<u>(181,561)</u>
<b>Ending Balance, June 30</b>	<b><u><u>\$ 185,598</u></u></b>	<b><u><u>\$ 4,037</u></u></b>

Redevelopment Capital Improvement Fund  
Statement of Available Assets  
2007-08 Proposed Budget

	2006-07 Est. Actual	2007-08 Proposed
Non-Operating Revenue (Expense)		
Transfer in	\$ -	\$ -
Capital Projects Expended	44,000	-
Carry Forward Capital Appropriations	-	(286,782)
Total non-operating revenues (expenses)	<u>44,000</u>	<u>(286,782)</u>
<b>Change in Available Assets</b>	<b><u>\$ 44,000</u></b>	<b><u>\$ (286,782)</u></b>
<b>Available Assets</b>		
Beginning Balance, July 1	\$ 281,267	\$ 325,267
Change in Available Assets	<u>44,000</u>	<u>(286,782)</u>
<b>Ending Balance, June 30</b>	<b><u><u>\$ 325,267</u></u></b>	<b><u><u>\$ 38,485</u></u></b>

Water Enterprise  
Combined Enterprise Fund Statement  
2007-08 Proposed Budget

	2006-07 Est. Actual	2007-08 Proposed
Operating Revenues		
Customer Billings	\$ 7,200,000	\$ 7,747,200
Other Charges	79,500	325,000
Total Operating Revenues	<u>7,279,500</u>	<u>8,072,200</u>
Operating Expenses		
Supply	2,813,930	4,194,463
Distribution	2,605,665	2,222,212
Total Operating Expenses	<u>5,419,595</u>	<u>6,416,675</u>
<b>Operating Surplus (Deficit)</b>	<b><u>\$ 1,859,905</u></b>	<b><u>\$ 1,655,525</u></b>
Non-Operating Revenue (Expense)		
Interest Earnings	\$ 160,000	\$ 160,000
Expended on Capital Projects	(1,245,000)	-
Carry-forward Capital Appropriations	-	(3,100,000)
Total non-operating revenues (expenses)	<u>(1,085,000)</u>	<u>(2,940,000)</u>
<b>Change in Available Assets</b>	<b><u>\$ 774,905</u></b>	<b><u>\$ (1,284,475)</u></b>
<b>Available Assets</b>		
Beginning Balance, July 1	\$ 5,849,449	\$ 6,624,354
Change in Available Assets	<u>774,905</u>	<u>(1,284,475)</u>
<b>Ending Balance, June 30</b>	<b><u>\$ 6,624,354</u></b>	<b><u>\$ 5,339,879</u></b>

Stormwater Enterprise  
Combined Enterprise Fund Statement  
2007-08 Proposed Budget

	2006-07 Est. Actual	2007-08 Proposed
Operating Revenues		
Assessment	\$ 542,250	\$ 542,250
Reimbursements	88,000	95,000
Total Operating Revenues	<u>630,250</u>	<u>637,250</u>
Operating Expenses		
Operations	<u>407,442</u>	<u>474,405</u>
<b>Operating Surplus (Deficit)</b>	<b><u>\$ 222,808</u></b>	<b><u>\$ 162,845</u></b>
Non-Operating Revenue (Expense)		
Interest Earnings	\$ 60,000	\$ 75,000
Expended on Capital Projects	(35,000)	-
Carry-forward Capital Appropriations	-	(300,000)
Total non-operating revenues (expenses)	<u>25,000</u>	<u>(225,000)</u>
<b>Change in Available Assets</b>	<b><u>\$ 247,808</u></b>	<b><u>\$ (62,155)</u></b>
<b>Available Assets</b>		
Beginning Balance, July 1	\$ 1,927,256	\$ 2,175,064
Change in Available Assets	<u>247,808</u>	<u>(62,155)</u>
<b>Ending Balance, June 30</b>	<b><u>\$ 2,175,064</u></b>	<b><u>\$ 2,112,909</u></b>

Wastewater Enterprise  
Combined Enterprise Fund Statement  
2007-08 Proposed Budget

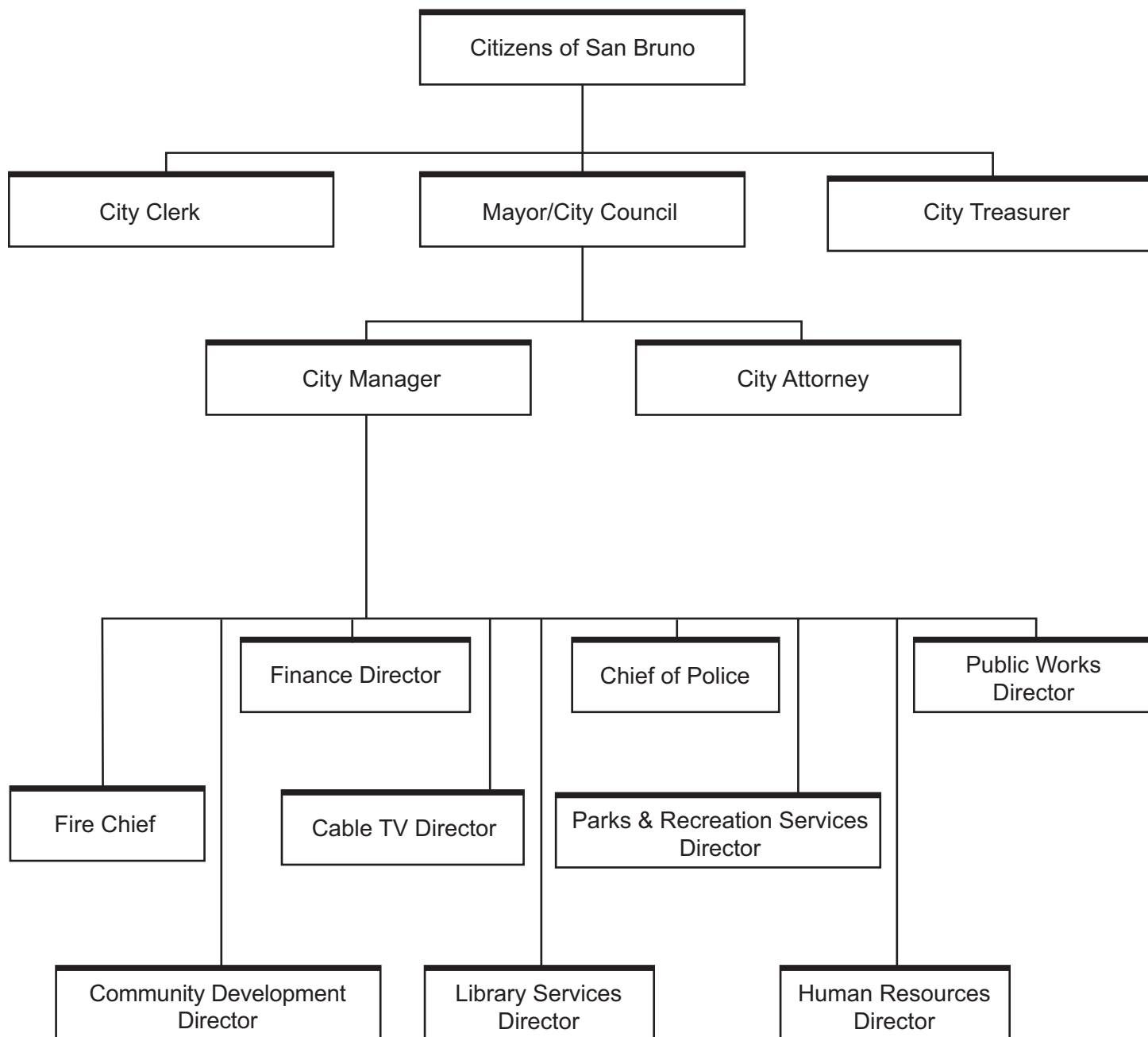
	2006-07 Est. Actual	2007-08 Proposed
Operating Revenues		
Customer Billings	\$ 6,750,000	\$ 7,762,500
Other Charges	95,000	25,000
Total Operating Revenues	<u>6,845,000</u>	<u>7,787,500</u>
Operating Expenses		
Transmission & Treatment	<u>4,682,915</u>	<u>5,506,651</u>
<b>Operating Surplus (Deficit)</b>	<b><u>\$ 2,162,085</u></b>	<b><u>\$ 2,280,849</u></b>
Non-Operating Revenue (Expense)		
Debt Service	\$ (1,835,035)	\$ (1,935,035)
Expended on Capital Projects	(2,150,000)	-
Carry-forward Capital Appropriations	-	(4,650,000)
Interest Earnings	247,273	248,000
Total non-operating revenues (expenses)	<u>(3,737,762)</u>	<u>(6,337,035)</u>
<b>Change in Available Assets</b>	<b><u>\$ (1,575,677)</u></b>	<b><u>\$ (4,056,186)</u></b>
<b>Available Assets</b>		
Beginning Balance, July 1	\$ 9,509,932	\$ 7,934,255
Change in Available Assets	<u>(1,575,677)</u>	<u>(4,056,186)</u>
<b>Ending Balance, June 30</b>	<b><u><u>\$ 7,934,255</u></u></b>	<b><u><u>\$ 3,878,069</u></u></b>

Cable Television Enterprise  
Combined Enterprise Fund Statement  
2007-08 Proposed Budget

	2006-07 Est. Actual	2007-08 Proposed
<b>Operating Revenues</b>		
Basic Service (incl Local Orig.)	\$ 4,902,182	\$ 4,986,671
Internet Service Fees	1,547,232	1,600,157
Premium Channels	666,882	678,015
Digital Service	404,181	711,081
Video On Demand (VOD)	25,317	113,055
International Programming	47,445	59,328
Voice Service	17,042	405,775
Wi-Fi Service	-	1,659
Fiber Leasing	-	15,600
Pay-Per-View	72,413	-
Other Receipts	412,851	368,706
Total Operating Revenues	<u>8,095,545</u>	<u>8,940,047</u>
<b>Operating Expenses</b>		
CATV Operations	6,301,925	6,848,330
Local Origination	66,241	180,669
Total Operating Expenses	<u>6,368,166</u>	<u>7,028,999</u>
<b>Operating Surplus (Deficit)</b>	<u><b>\$ 1,727,379</b></u>	<u><b>\$ 1,911,048</b></u>
<b>Non-Operating Revenue (Expense)</b>		
Pass-Through Fees	\$ 337,823	\$ 367,661
In-lieu Franchise Fee	(384,135)	(428,567)
Copyright Fee	(26,000)	(26,000)
Equity Earnings Transfer	(768,269)	(857,134)
Proceeds from Lease Purchase	1,800,000	-
Capital Project Expenditures	(2,600,000)	(610,000)
Debt Service	-	(404,400)
Total non-operating revenues (expenses)	<u>(1,640,581)</u>	<u>(1,958,440)</u>
<b>Change in Available Assets</b>	<u><b>\$ 86,798</b></u>	<u><b>\$ (47,392)</b></u>
<b>Available Assets</b>		
Beginning Balance, July 1	\$ 439,484	\$ 526,282
Change in Available Assets	<u>86,798</u>	<u>(47,392)</u>
<b>Ending Balance, June 30</b>	<u><b>\$ 526,282</b></u>	<u><b>\$ 478,889</b></u>

City Personnel 2007-08 Proposed Budget						
Department	2000-02 Actual	2002-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Proposed
<b>General Fund</b>						
City Council	5.00	5.00	5.00	5.00	5.00	5.00
City Clerk	1.50	2.00	1.50	1.50	1.75	1.75
City Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Legal Services	1.30	1.25	1.25	1.25	1.25	1.25
City Manager	4.80	3.80	3.00	2.00	2.00	2.00
Human Resources	-	1.00	1.00	2.00	2.75	2.75
Finance						
Administration	6.00	6.00	5.00	5.00	5.00	5.00
Revenue Services *	7.00	7.00	7.00	6.00	6.00	6.00
Police	70.00	70.00	64.00	66.00	66.00	66.00
Fire	36.00	36.00	36.00	36.00	36.00	36.00
Public Works						
Admin. & Engineering	11.58	10.98	7.75	7.75	8.75	8.75
Streets Maintenance	11.63	8.28	5.60	5.60	5.60	5.60
Community Development						
Planning	5.00	3.45	2.45	3.45	3.45	2.50
Building	6.00	4.50	4.10	6.10	6.10	6.00
Parks & Recreation Services						
Recreation	7.00	7.00	4.05	4.05	4.20	4.20
Parks Maintenance	19.30	19.30	17.25	18.75	18.75	17.50
Senior Services	2.00	2.00	2.45	2.45	2.30	2.30
Library Services	13.13	13.00	10.50	10.50	10.50	10.50
Subtotal	208.24	201.56	178.90	184.40	186.40	184.10
<b>Special Revenues</b>						
Solid Waste	-	0.10	0.30	0.30	0.30	0.30
RDA Operations	0.50	3.20	2.80	2.80	2.75	3.60
RDA Low/Mod Housing	0.50	1.85	1.65	1.65	1.70	1.90
Subtotal	1.00	5.15	4.75	4.75	4.75	5.80
<b>Internal Services</b>						
Central Garage	3.32	3.17	3.35	3.35	3.95	3.95
Buildings and Facilities	6.25	9.25	6.20	5.75	7.00	7.00
Technology Support	1.00	3.00	3.00	3.00	3.00	3.00
Self-Insurance	0.90	0.95	1.00	1.00	1.00	1.00
Subtotal	11.47	16.37	13.55	13.10	14.95	14.95
<b>Enterprise Funds</b>						
Water Enterprise	14.33	14.59	14.90	15.90	17.90	17.90
Stormwater Enterprise	-	2.25	2.55	2.55	2.95	2.95
Wastewater Enterprise	12.08	13.33	14.60	14.60	14.60	14.60
Cable Enterprise	19.50	19.50	19.50	18.50	19.50	19.50
Subtotal	45.91	49.67	51.55	51.55	54.95	54.95
<b>Total Positions (all funds)</b>	<b>266.62</b>	<b>272.75</b>	<b>248.75</b>	<b>253.80</b>	<b>261.05</b>	<b>259.80</b>

# CITY OF SAN BRUNO





Departmental Personnel  
2007-08 Proposed Budget

<b>Elected Offices</b>	
Classification	<b>General Fund</b>
City Council	5.00
City Clerk	1.00
Deputy City Clerk (appointed)	0.75
City Treasurer	1.00
Total	7.75

<b>City Attorney's Office</b>	<b>General Fund</b>	<b>Self Insurance Fund</b>		
Classification	City Attorney's Office	Workers Compensation	Liability	Total
City Attorney	0.75	0.00	0.25	1.00
Legal Secretary	0.50	0.25	0.25	1.00
Total	1.25	0.25	0.50	2.00

<b>Management Services</b>	
Classification	<b>General Fund</b>
City Manager	1.00
Exec. Assist. to the CM	1.00
Total	2.00

<b>Human Resources</b>	<b>General Fund</b>	<b>Self Insurance Fund</b>	
Classification	Human Resources	Workers Compensation	Total
Human Resources Director	0.75	0.25	1.00
Administrative Analyst	1.00	0.00	1.00
Secretary	1.00	0.00	1.00
Total	2.75	0.25	3.00

<b>Finance Department</b>	<b>General Fund</b>		
Classification	Administration	Revenue Services	Total
Finance Director	1.00	0.00	1.00
Assistant Director	1.00	0.00	1.00
Financial Services Sup.	0.00	1.00	1.00
Accounting Supervisor	1.00	0.00	1.00
Acct. & Cust. Serv. Rep. III	2.00	1.00	3.00
Acct. & Cust. Serv. Rep. I/II	0.00	4.00	4.00
Total	5.00	6.00	11.00

Departmental Personnel  
2007-08 Proposed Budget

<b>Police Department</b>	
Classification	General Fund
Chief of Police	1.00
Police Captain	3.00
Police Lieutenant	0.00
Police Sergeant	8.00
Police Officer	36.00
Executive Assistant	1.00
Records/Dispatch Supervisor	1.00
Public Safety Dispatcher I/II	7.00
Police Clerk II	5.00
Community Services Officer	4.00
Total	66.00

<b>Fire Department</b>	
Classification	General Fund
Fire Chief	1.00
Division Chief	1.00
Battalion Chief	3.00
Captain	10.00
Firefighter	20.00
Secretary	1.00
Total	36.00

<b>Community Development Department</b>	<b>General Fund</b>		<b>Redevelopment Fund</b>		
Classification	Planning Division	Building & Code Enforcement	Operations	Low/Mod Income Housing	Total
Community Devel. Director	0.50	0.00	0.35	0.15	1.00
Building Official	0.00	0.80	0.10	0.10	1.00
Redevelopment Manager	0.00	0.00	0.65	0.35	1.00
Senior Planner	0.50	0.00	0.35	0.15	1.00
Plan Check Engineer	0.00	1.00	0.00	0.00	1.00
Senior Building Inspector	0.00	1.00	0.00	0.00	1.00
Building Inspector	0.00	1.60	0.20	0.20	2.00
Associate Planner	0.50	0.00	0.35	0.15	1.00
Assistant Planner	0.50	0.00	0.35	0.15	1.00
Code Enforcement Officer	0.00	0.80	0.70	0.50	2.00
Community Devel. Tech I/II	0.50	0.80	0.55	0.15	2.00
Total	2.50	6.00	3.60	1.90	14.00

Departmental Personnel  
2007-08 Proposed Budget

<b>Parks &amp; Recreations Department</b>	<b>General Fund</b>			<b>Internal Service</b>	
Classification	Recreation Services	Parks Maintenance	Senior Services	Buildings & Facilities	Total
Parks & Recreation Director	0.35	0.50	0.15	0.00	1.00
Recreation Services Manager	1.00	0.00	1.00	0.00	2.00
Parks & Facilities Manager	0.00	0.50	0.00	0.50	1.00
Recreation Services Supervisor	2.00	0.00	1.00	0.00	3.00
Field Supervisor	0.00	1.50	0.00	0.50	2.00
Maintenance Technician I/II	0.00	3.00	0.00	1.00	4.00
Senior Maintenance Worker	0.00	3.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	8.00	0.00	0.00	8.00
Custodian I/II	0.00	0.00	0.00	5.00	5.00
Executive Assistant	0.35	0.50	0.15	0.00	1.00
Secretary	0.50	0.50	0.00	0.00	1.00
<b>Total</b>	<b>4.20</b>	<b>17.50</b>	<b>2.30</b>	<b>7.00</b>	<b>31.00</b>

<b>Library Services Department</b>	
Classification	<b>General Fund</b>
Library Services Director	1.00
Assistant Director	1.00
Children's Services Manager	1.00
Library Services Manager	1.00
Library Services Coordinator	2.00
Librarian	2.00
Library Assistant I/II	2.50
<b>Total</b>	<b>10.50</b>

<b>Cable Television Department</b>	<b>Cable Enterprise</b>		<b>Internal Service</b>	
Classification	Operations	Local Origination	Technology Support	Total
CATV Director	0.85	0.15	0.00	1.00
System Engineer	1.00	0.00	0.00	1.00
Business Manager	1.00	0.00	0.00	1.00
Programming & Network Mgr	0.00	1.00	0.00	1.00
Info. Tech. Analyst I/II	0.00	0.00	1.00	1.00
Computer Support Tech.	0.00	0.00	2.00	2.00
CATV Supervisor	1.00	0.00	0.00	1.00
CATV Technician III	3.00	0.00	0.00	3.00
CATV Technician I/II	6.00	0.00	0.00	6.00
Warehouse Clerk	1.00	0.00	0.00	1.00
Acct. & Cust. Serv. Supervisor	1.00	0.00	0.00	1.00
Acct. & Cust. Serv. Rep. III	1.50	0.00	0.00	1.50
Acct. & Cust. Serv. Rep I/II	2.00	0.00	0.00	2.00
<b>Total</b>	<b>18.35</b>	<b>1.15</b>	<b>3.00</b>	<b>22.50</b>

Department Personnel  
2007-08 Proposed Budget

Public Works Department	General Fund		Water Fund		Stormwater	Wastewater Fund	Internal Service	Special Revenue	
Classification	Admin & Eng.	Streets	Supply	Distrib.	Operations	Operations	Central Garage	Solid Waste	Total
Director	0.25	0.15	0.15	0.15	0.00	0.25	0.05	0.00	1.00
Deputy Dir. Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Dir. Utilites	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Water Resources Manager	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
CIP Manager	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Services Manager	0.00	0.25	0.50	0.50	0.25	0.50	1.00	0.00	3.00
Principal Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	0.50	0.00	0.00	0.50	0.00	0.00	3.00
Field Supervisor	0.00	0.75	0.30	0.70	0.25	1.00	0.00	0.00	3.00
Water Quality Tech	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Management Analyst I/II	0.50	0.00	0.25	0.00	0.00	0.00	0.00	0.25	1.00
Engineering Tech	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	1.00	0.00	0.00	2.00	0.00	0.00	3.00
Senior Maintenance Worker	0.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	4.00	2.00	6.00	2.40	8.00	0.00	0.05	22.45
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.60	0.00	2.60
Secretary	2.00	0.25	0.50	0.50	0.00	0.50	0.25	0.00	4.00
<b>Total</b>	<b>8.75</b>	<b>5.60</b>	<b>7.35</b>	<b>10.55</b>	<b>2.95</b>	<b>14.60</b>	<b>3.95</b>	<b>0.30</b>	<b>54.05</b>

## **CITY COUNCIL**

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## CITY COUNCIL

*The City of San Bruno's mission is to provide exemplary services for the community to enhance and protect the quality of life. The City Council develops policy to ensure delivery of high quality public services.*

### PROGRAMS

The City Council is the governing body of the City of San Bruno. The Mayor and four City Council members are elected at large by residents of San Bruno to develop policy for City operations and to ensure the delivery of necessary services to promote and enhance the physical, social and economic vitality of the community.

The City operates under a Council-Manager form of government. The Mayor presides at City Council meetings held on the second and fourth Tuesdays of each month. The Mayor and Council act as a collective body to set policy and provide direction for City programs and services to meet the needs and interests of San Bruno residents.

The City Council appoints the City Manager, who supports the City Council in its policy development functions and is responsible for management and administration of all City operations to ensure implementation of City Council policy and programs, and the City Attorney who serves as the legal advisor to the City Council and staff.

As the City's policy-making body, the City Council has the ultimate responsibility to the people of San Bruno for City programs services. The City Council approves all ordinances, resolutions and major contracts, and approves and modifies the budget.

#### ▪ CITY COUNCIL ACTIVITIES

The City Council represents the constituents of San Bruno by setting the City's policies and developing new laws and regulations for the betterment of the City. The City Council hires the City Manager to oversee all City employees and direct work programs set by the City Council. The City Council also hires the City Attorney to provide legal advice.

### PROGRAM RESOURCES

The City Council's Office budget requires expenditures of \$160,080, 30% of which is attributed to City Council member compensation and 70% is attributed to operations cost. The expenditure budget includes costs for part time City Council members official activities, and funding for employee recognition and community promotion through financial support for local community-based programs.

Elected Offices	General Fund
Classification	
City Council	5.00
City Clerk	1.00
Deputy City Clerk (appointed)	0.75
City Treasurer	1.00
Total	7.75

## **REVENUES**

The City Council is a general government department supported by the City's General Fund. As a general administration department providing support to enterprise fund activities, the Department's expenditures are partially offset by the General Administration Allocation.

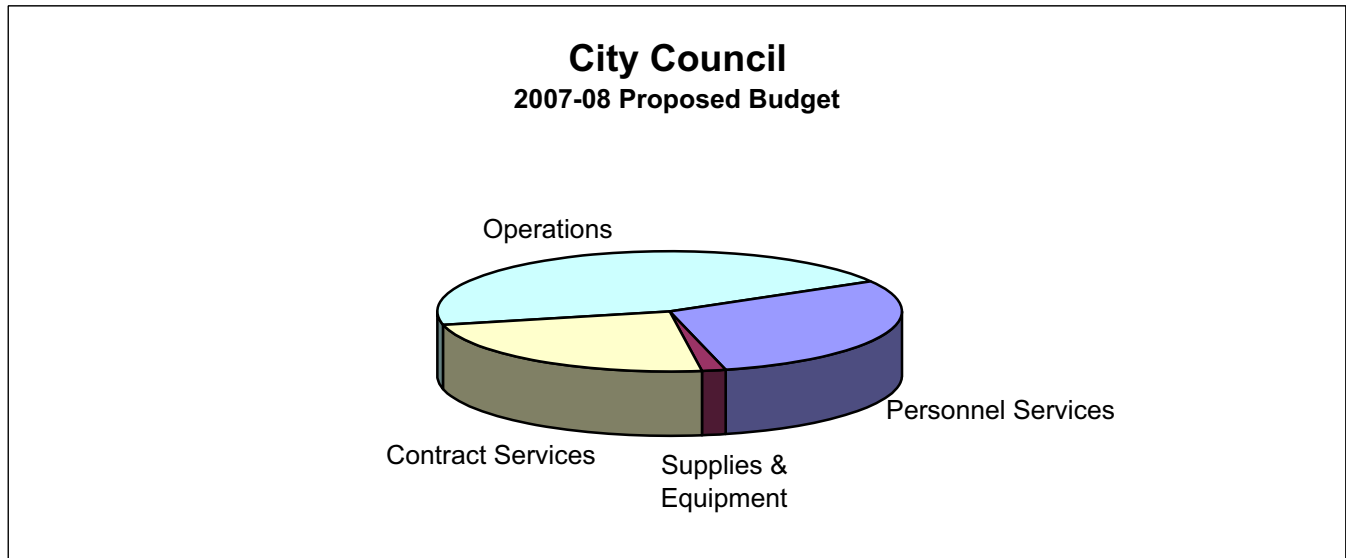
## **EXPENDITURES**

As with prior years, the Department's expenditure appropriation is split approximately 30% for personnel costs and 70% for supplies and equipment, operations and professional services. Expenditures for all City Council programs and community organizations continue to be reduced reflecting the City's continuing resource constraints for 2006-07.

## **PERSONNEL**

San Bruno has an elected five-member City Council. The Mayor is directly elected for a two-year term. Other members are elected for four-year staggered terms with elections held in November of odd-numbered years.





	2007-08 Proposed	Percent of Total
Personnel Services	\$47,280	30%
Supplies & Equipment	2,500	2%
Contract Services	37,900	24%
Operations	72,400	45%
<b>Grand Total</b>	<b>\$160,080</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
102 REGULAR PART-TIME	\$29,160	Salary for Mayor and City Council.
200 EMPLOYEE BENEFITS	18,120	City's cost of CalPERS pension, Medicare, health insurance where applicable.
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$47,280</b>	

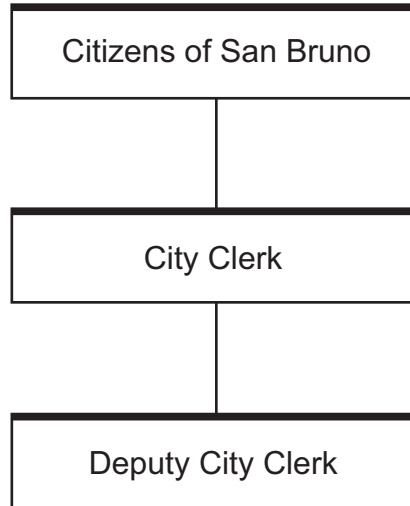
SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$2,400	Supplies and materials related to operation of the City Council.
302 COPIER CHARGES	100	Maintenance fee and toner for copier machine.
<b>SUBTOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$2,500</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROF SERVICES	\$6,000	Strategic planning and team building services.
411 COMMUNICATIONS	800	Costs associated with telephone and fax lines.
412 POSTAGE	100	Postage cost for City Council correspondence.
441 PRINTING & COPY WORK	31,000	City FOCUS newsletter, four issues per year.
<b>TOTAL CONTRACT SERVICES</b>	<b>\$37,900</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
501 DUES & MEMBERSHIPS	\$40,600	Memberships including the Association of Bay Area Governments (\$7,000), League of California Cities (\$14,500), HEART of San Mateo County (\$17,000), Peninsula Division, LLC (\$100), SMC Airport Roundtable (\$1,500), Sister Cities International (\$500).
502 MEETINGS/CONFERENCES	5,000	County, regional, and state meetings and conferences attended by the City Council.
506 COMMUNITY PROMOTION	15,000	Financial support for community based organization activities as approved by the City Council.
515 STAFF RECOGNITION	1,000	Departmental and employee recognition.
516 APPRECIATION EVENTS	6,500	Appreciation for members of Board, Commission, and Committees.
523 SPECIAL PROJECTS/EVENTS	4,300	Narita Sister City activities.
<b>TOTAL OPERATIONS</b>	<b>\$72,400</b>	
<b>GRAND TOTAL</b>	<b>\$160,080</b>	

## **CITY CLERK'S OFFICE**

# CITY CLERK



## **CITY CLERK'S OFFICE**

*Assure open accountable government for all citizens of San Bruno by providing easy access to public information, maintaining accurate records of City Council actions and policy and encouraging participation in local government.*

### **PROGRAMS**

The City Clerk serves as Clerk to the City Council and performs statutory duties prescribed by State Law. The department is responsible for maintaining the historical record of all official City meeting minutes, ordinances, and resolutions. As the official elections officer, the City Clerk assists candidates in meeting their legal responsibilities before, during, and after an election. The department compiles the City Council's meeting agenda and is responsible for posting and publishing all meeting and legal notices. The City Clerk also serves as Secretary to the San Bruno Redevelopment Agency. The primary services provided include:

- **CLERK TO THE CITY COUNCIL**  
The City Clerk generates agendas and meeting minutes for regular and special meetings of the City Council and is responsible for the resolutions, ordinances, and local elections.
- **STATUTORY DUTIES REQUIRED BY STATE LAW**  
The City Clerk adheres to the Political Reform Act requirements, certifies documents using the Official City seal, administers oaths, and provides records management.
- **NON-STATUTORY RESPONSIBILITIES**  
The City Clerk processes claims against the City, issues permits, and provides information and documents to the public.

### **PRIORITY FOCUS**

Providing fast and courteous service by face-to-face contact, telephone, mail, and Internet service is a key goal and objective of the department in 2007-08. The City Clerk's office provides support to all departments and the public in the form of record research and information retrieval. By assuring the availability of accurate and relevant research and information, the City Clerk's office supports all City departments in achieving their goals.

## PROGRAM RESOURCES

The Department's programs require an expenditure budget of \$271,148, 68% of which is attributed to personnel and 32% is attributed to operations. As a general administration department providing support to enterprise fund activities, the department's expenditures are partially offset by the General Administration Allocation

## REVENUES

The Department is responsible for issuing permits for a variety of special items as detailed in the Master Fee Schedule. The Master Fee Schedule was updated to reflect the City Council's direction on cost recovery. Some fees related to the City Clerk activities are set by State law and do not adequately recover the cost of providing the service to the public (e.g. California Public Records Act limits copy fees to \$0.10 per page).

## EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 68% for personnel costs and 32% for operations and professional services. Operations expenditures provide for supplies and services necessary to deliver the department's programs. Included in this budget are provisions for municipal code updates and internal maintenance/support allocations (e.g. technology support and janitorial services).

## PERSONNEL

### Personnel Summary

<b>Elected Offices</b>	<b>General Fund</b>
Classification	
City Council	5.00
City Clerk	1.00
Deputy City Clerk (appointed)	0.75
City Treasurer	1.00
Total	7.75

During fiscal year 2006-07, the City Clerk's Office was staffed by a full time elected City Clerk and one 3/4 time Deputy City Clerk. The largest share of the Department's budget is personnel expense totaling \$183,387 or 68% of the total expenditures. On July 1, 2006, the Deputy Clerk's hours were increased to 3/4 time in order to run the office more efficiently. The office remains committed to provide regular office hours and timely responses to all requests for service.

## **2006-07 ACCOMPLISHMENTS**

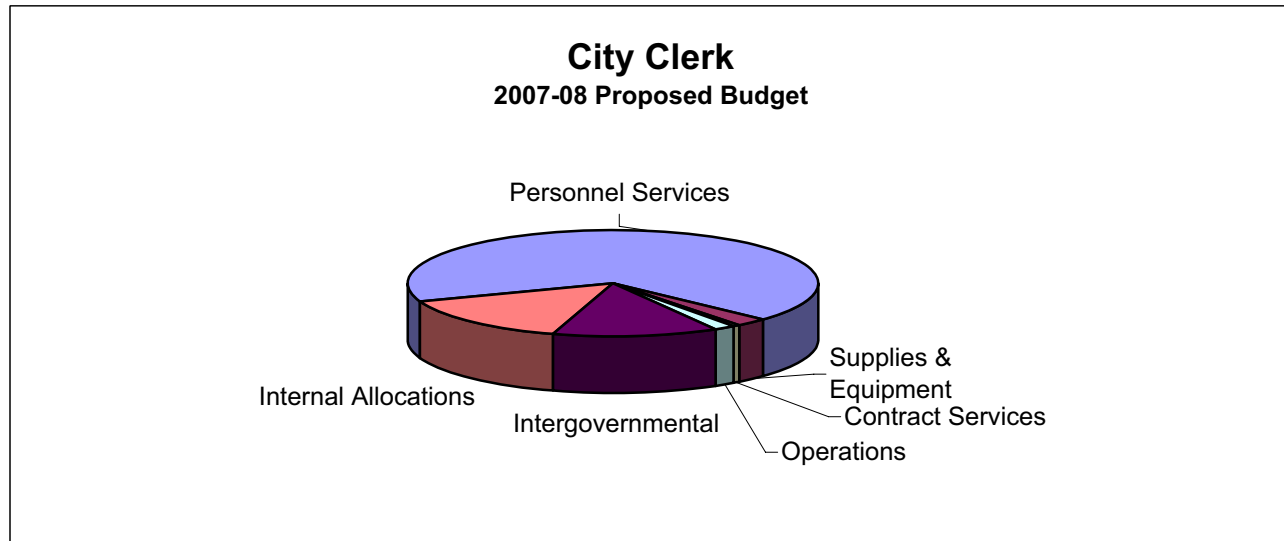
- ✓ Updated San Bruno Municipal Code Book
- ✓ Maintained monthly public meeting calendar and posted on the City's web site
- ✓ Assisted with the bi-annual re-appointment of citizens to Committees, Boards, and Commissions
- ✓ Relocated Resolution and Ordinance Books to Secure Fire-Proof Room at a Minimal Cost to San Bruno
- ✓ Completed Semi-Annual Conflict of Interest Statements for all Designated Officials
- ✓ Completed 2006/2007 Annual Statements of Economic Interests for all designated officials and positions by filing deadline
- ✓ Created an Ordinance Log dating back to the Year 1914
- ✓ Created an Agreement/Contract Execution Process to Log and Track all City-related Documents
- ✓ Implemented the 2006 Fireworks Stands Permit and Sales Process
- ✓ Brought new attention to CBC's by advertising in Focus and San Bruno Cable Bills

## **2007-08 GOALS & OBJECTIVES**

- ❑ Document Image Resolutions, Ordinances and Legislative Cards dating back to 1914
- ❑ Create a Resolution Log
- ❑ Create an index of Resolutions and Ordinances that will link to the resolution or ordinance and also to the minutes when they were adopted
- ❑ Conduct the General Municipal Election
- ❑ Create a webpage for the General Municipal Election that calendars pertinent dates
- ❑ Conduct the 2007 Fireworks Stand Permit and Sales Process
- ❑ Work with members of the Lions Club and Capuchino High School to bring back the "Youth in Government Program"
- ❑ Reorganize and archive files to make them more user friendly

- ❑ Create an E-Packet, linked to the agenda/minutes index, so when a Council Meeting Agenda date is clicked, there will be the option to view and print any of the packet documents
- ❑ Complete 2007/2008 Annual Statements of Economic Interests for all designated officials and positions by filing deadline
- ❑ Create a webpage which promotes annual events out of the Clerk's office, which includes elections, registering to vote, Coats for Kids, Fireworks Stands, Vacancies on Commissions, Boards and Committees
- ❑ Create a webpage where Commissions, Boards and Committees can easily be found and accessed which includes each body's purpose, duties, rosters, agendas, minutes and application.





	2007-08 Proposed	Percent of Total
Personnel Services	\$183,387	68%
Supplies & Equipment	6,100	2%
Contract Services	1,950	1%
Operations	4,700	2%
Intergovernmental	35,000	13%
Internal Allocations	40,011	15%
<b>Grand Total</b>	<b>\$271,148</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 FULL-TIME SALARIES	\$74,760	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
102 REGULAR PART-TIME	72,178	Base salary and incentives for all department personnel working less than 80 hours per pay period. Subject to benefits per applicable MOUs.
200 EMPLOYEE BENEFITS	36,449	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$183,387</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$1,600	Supplies and materials related to operation of the City Clerk.
302 COPIER CHARGES	4,500	Maintenance fee and toner for copier machine.
<b>TOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$6,100</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$750	Costs associated with office telephones.
412 POSTAGE	500	Postage costs for City Clerk correspondence.
431 ADVERTISING - LEGAL	700	Legal ads for public notice.
<b>TOTAL CONTRACT SERVICES</b>	<b>\$1,950</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
501 DUES & MEMBERSHIPS	\$200	Membership in the California City Clerk's Association.
502 MEETINGS/CONFERENCES	2,000	City Clerk's Association of San Mateo County (\$50), California City Clerk's Conference (\$1,150), and League of California Cities New Law and Elections Seminar (\$800)
503 PUBLICATIONS & SUBSCRIPTIONS	2,500	California Elections Code updates and ordinance publication and updates.
<b>TOTAL OPERATIONS</b>	<b>\$4,700</b>	

INTERGOVERNMENTAL	PROPOSED BUDGET	DESCRIPTION
543 MUNICIPAL ELECTIONS	35,000	Municipal election for Mayor, City Council (2 seats), and one ballot measure.
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$35,000</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$5,104	Allocation of liability and workers' compensation claims and administration based on claims history.
576 BLDG.FACIL.ALLOC.	27,545	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	7,363	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
<b>TOTAL INTERNAL ALLOCATIONS</b>	<b>\$40,011</b>	
<b>GRAND TOTAL</b>	<b>\$271,148</b>	

## **CITY TREASURER'S OFFICE**

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## **CITY TREASURER'S OFFICE**

*Actively invest City funds, maintain the safety of funds and forecast liquidity needs for future expenditures.*

### **PROGRAMS**

The City Treasurer is elected by the citizens of San Bruno to ensure the safety, investment, and management of cash necessary to meet approved City expenditures. Constant monitoring of cash receipts and cash needs allows the City Treasurer the opportunity to anticipate cash flow requirements allowing for optimum return on invested funds. On a monthly basis, the Treasurer reconciles the computer generated fund balances to the bank and invested balances resulting in reports transmitted to the City Council. The primary services provided include:

- **MANAGEMENT OF FUNDS**  
The Treasurer provides cash management for timely payment of approved City expenditures.
- **INVESTMENT OF FUNDS AND REPORTING**  
The Treasurer monitors interest earnings on invested funds and supplies monthly reporting to City Council.
- **CUSTODY AND DEPOSIT OF FUNDS**  
The Treasurer secures safe placement of City funds.
- **RECONCILIATION**  
The Treasurer reconciles fund balances to the bank and investment statements monthly.

### **PROGRAM RESOURCES**

The City's entire cost for banking, armored car services, and investment are paid from the Treasurer's budget. The investment earnings are distributed among various City funds.

## REVENUES

As a general administration department providing support to enterprise fund activities, the Department's expenditures are partially offset by the General Administration Allocation. The City Treasurer's efforts to carefully manage the City's funds allow for maximum investment and liquidity of funds. All the investment earnings are distributed to the City fund of origin on a quarterly basis. The active management of the City's funds fully recovers the cost of operating the City Treasurer's department.

## EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 73% for personnel costs and 27% for operations and professional services.

## PERSONNEL

The City Treasurer is an elected official and maintains a part-time schedule to perform all the functions for the Department. The next election for City Treasurer is scheduled for the municipal election in November 2009.

<b>Elected Offices</b>	<b>General Fund</b>
Classification	
City Council	5.00
City Clerk	1.00
Deputy City Clerk (appointed)	0.75
City Treasurer	1.00
Total	7.75

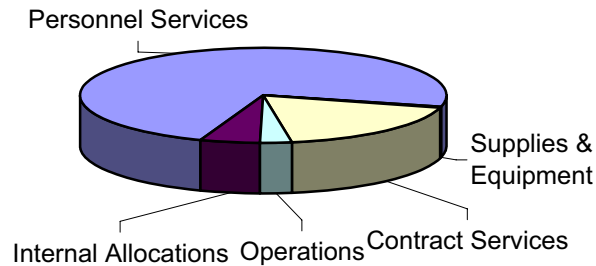
## **2006-07 ACCOMPLISHMENTS**

- ✓ Completed transition of office to appointed City Treasurer
- ✓ Achieved higher investment returns, year of steady interest rate increases
- ✓ Exceeded mandated state requirements for investment reporting
- ✓ Updated investment report and obtained City Council approval

## **2007-08 GOALS & OBJECTIVES**

- Continue training for designation of certified California Municipal Treasurer
- Update the City's Investment Policy in accordance with state regulations
- Achieve positive return on invested City funds while adhering to the Investment Policy

**City Treasurer**  
**2007-08 Proposed Budget**



<b>2007-08</b>		
	<b>Proposed</b>	<b>Percent of Total</b>
Personnel Services	\$49,557	73%
Supplies & Equipment	225	0%
Contract Services	12,425	18%
Operations	1,900	3%
Internal Allocations	3,509	5%
<b>Grand Total</b>	<b>\$67,616</b>	<b>100%</b>

<b>PERSONNEL SERVICES</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
102 REGULAR PART-TIME	\$33,912	Salary for City Treasurer
200 EMPLOYEE BENEFITS	15,645	City's cost of CalPERS retirement, Medicare, health insurance where applicable.
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$49,557</b>	

<b>SUPPLIES &amp; EQUIPMENT</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
301 OFFICE SUPPLIES	\$150	Supplies and materials related to the operations of the City Treasurer.
302 COPIER CHARGES	75	Maintenance cost and toner for copier machine.
<b>TOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$225</b>	



CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
409 OTHER SERVICES-MISC	\$12,300	Safekeeping charges for investments (\$3,500); bank fees and charges (\$3,600); and armored car services (\$5,200).
411 COMMUNICATIONS	100	Costs associated with office telephone.
412 POSTAGE	25	Postage costs for City Treasurer correspondence.
<b>TOTAL CONTRACT SERVICES</b>	<b>\$12,425</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
501 DUES & MEMBERSHIPS	\$200	California Municipal Treasurers' Association, (\$200)
502 MEETINGS/CONFERENCES	1,500	California Municipal Treasurers' Association annual conference, (\$1,500)
503 PUBLICATIONS & SUBSCRIPTIONS	200	Investment publications.
<b>TOTAL OPERATIONS</b>	<b>\$1,900</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
577 INFORM.TECH. ALLOC	3,509	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
<b>TOTAL INTERNAL ALLOCATIONS</b>	<b>\$3,509</b>	
<b>GRAND TOTAL</b>	<b>\$67,616</b>	

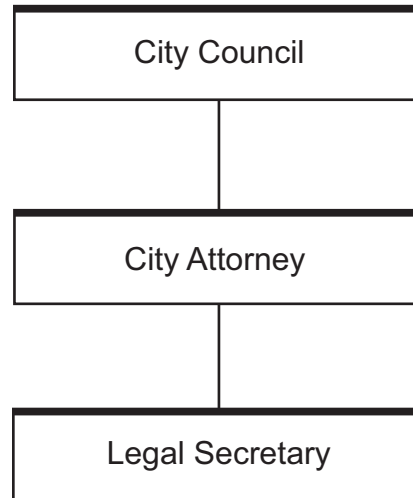
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# **CITY ATTORNEY'S OFFICE**

LEGAL SERVICES

SELF-INSURANCE LIABILITY

# CITY ATTORNEY



## **CITY ATTORNEY'S OFFICE – LEGAL SERVICES**

### **PROGRAMS**

Legal Services, consisting of a City Attorney and a Legal Secretary, is responsible for the administration of all City related legal matters. The primary services provided are:

- **LEGAL CONSULTATION AND SUPPORT**

Represents and advises the City Council, Redevelopment Agency, Planning Commission, other Boards and Commissions on legal matters

Provides legal advice to City Manager and Departments on City matters

Manages City-related litigation and claims including appearing on behalf of City in legal proceedings and directing the defense or prosecution of complex litigation matters assigned to outside counsel

Serves as executive advisor to City Council and City Manager on non-legal matters involving program development, leadership, and public relations

### **PROGRAM RESOURCES**

The Department's activities require resources of an expenditure of \$402,192 and the dedication of 1.25 full time employees. In addition to the Department's effort, outside legal counsel is periodically retained in limited circumstances, especially for complex or highly specialized litigation.

### **REVENUES**

Legal Services is a general government function supported by the City's General Fund. As a general administration department providing support to enterprise fund activities, the Department's expenditures are partially offset by the General Administration Allocation.

### **EXPENDITURES**

As with prior years, the Department's expenditure appropriation is split approximately 55% for personnel costs and 45% for operations and professional services. Costs for outside legal counsel represent the budget category generally subject to annual expenditure fluctuations. Legal service expenditures are offset by reimbursable legal fees (developers) and miscellaneous recoveries. Generally, costs for outside counsel arise from legal matters initiated by the City as directed by the City Council or defense of cases not covered by liability insurance. The City Council weighs the cost for pursuing these matters against the benefit of the City prevailing at the end of the litigation. The budget request for 2007-08 for outside counsel remains at the same amount as the 2006-07 budget. A high level of litigation activity could result in a need to adjust the budget. Cost recovery reimbursement agreements associated with development projects cover costs for outside counsel directly related to review and processing of project applications.

## PERSONNEL

### Personnel Summary

City Attorney's Office	General Fund	Self Insurance Fund		
Classification	City Attorney's Office	Workers Compensation	Liability	Total
City Attorney	0.75	0.00	0.25	1.00
Legal Secretary	0.50	0.25	0.25	1.00
Total	1.25	0.25	0.50	2.00

The City Attorney's Office is staffed by two full time positions. Personnel allocations charge the City Attorney (0.25) and the Legal Secretary (0.25) to the Self Insurance Liability Insurance division budget and the Legal Secretary (0.25) to the Self Insurance-Workers Compensation division budget.

### 2006-07 ACCOMPLISHMENTS

- ✓ Obtained permanent injunction against gang house and award to City of \$85,000 in attorney's fees
- ✓ Prosecuted contractor who dumped cement in storm drain and obtained guilty plea, fine and restitution
- ✓ Assisted code enforcement program with new ordinance allowing staff to file notices of dangerous building and substandard building conditions on properties failing to maintain in compliance with building code
- ✓ Provided more clarity to land use process with amended ordinance updating completeness requirements for project applications
- ✓ Continued effective management of City's maintenance and liability functions resulting in reduced exposure to litigation and reasonably low number of open claims
- ✓ Continued effective management of City's defense of cases resulting in positive outcomes for the City and reasonable legal costs
- ✓ Supported major public works projects such as acquisition of property necessary to complete street widening project

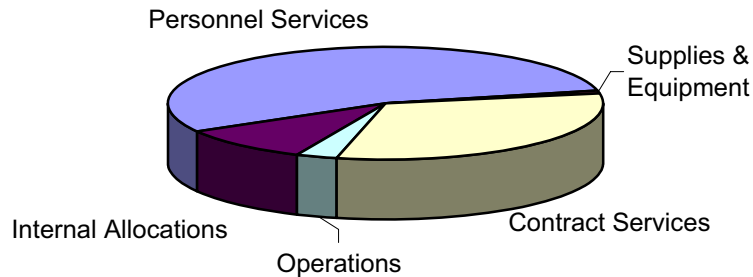
### 2007-08 GOALS & OBJECTIVES

- ❑ Update certain ordinances in order to make them current with today's standards such as peddler and solicitor laws

- ❑ Partner with Community Development to evaluate possible ordinances addressing new legal trends such as housing needs and “green” laws
- ❑ Continue working with City Council and City Manager to develop strategic water policy
- ❑ Continue to assist the Community Development Department in pursuing and completing code enforcement actions.

### City Attorney - Legal Services

#### 2007-08 Proposed Budget



	2007-08 Proposed	Percent of Total
Personnel Services	\$220,190	55%
Supplies & Equipment	2,700	1%
Contract Services	126,413	31%
Operations	12,650	3%
Internal Allocations	40,239	10%
<b>Grand Total</b>	<b>\$402,192</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 FULL-TIME SALARIES	169,953	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
200 EMPLOYEE BENEFITS	50,237	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, uniform allowance, management leave buyout, pay in-lieu of holidays
<b>TOTAL PERSONNEL SERVICES</b>	<b>220,190</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$1,500	Supplies and materials related to operation of the City Attorney's office.
302 COPIER CHARGES	200	Maintenance costs and toner for copier machine.
351 OFFICE EQPT./FURNISH	1,000	Maintenance of office equipment.
<b>TOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$2,700</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
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401 PROF SERVICES	\$500	
		<b>Contract Services (Cont.)</b>
402 LEGAL SERVICES	120,000	Retain outside counsel and legal fees.
	1,800	Costs associated with office telephones, fax machine, and cell phone.
411 COMMUNICATIONS		
412 POSTAGE	625	Postage costs for City Attorney correspondence.
422 TRANSPORTATION ALLOW	3,288	Auto allowance for City Attorney.
	100	Reimbursement for business related travel expenses.
423 TRAVEL / VEHICLE USE		
454 COURT & LITIGATION	100	Filing fees.
<b>TOTAL CONTRACT SERVICES</b>	<b>\$126,413</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
	\$1,500	State Bar of California (\$200), International Municipal Lawyers Association (\$700), and San Mateo County Bar Association (\$600).
501 DUES & MEMBERSHIPS		
502 MEETINGS/CONFERENCES	2,400	League of California Cities seminars and other legal seminars, (\$2,400)
503 PUBLICATIONS & SUBSCRIPTIONS	7,500	U.S. Code and California Codes, and law library updates.
505 STAFF TRAINING	250	Personnel training.
	1,000	Reimbursement per City Attorney contract.
508 MGMT.PROFESS.DEVEL.		
<b>TOTAL OPERATIONS</b>	<b>\$12,650</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$12,916	Allocation of liability and workers' compensation claims and administration based on claims history.
	19,795	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
576 BLDG.FACIL.ALLOC.		
	7,528	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
577 INFORM.TECH. ALLOC		
<b>TOTAL ALLOCATIONS</b>	<b>\$40,239</b>	
<b>GRAND TOTAL</b>	<b>\$402,192</b>	

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## CITY ATTORNEY'S OFFICE – SELF INSURANCE LIABILITY

### PROGRAMS

The Self Insurance Fund provides insurance protection for the City against public liability claims and physical damage of City assets.

To reduce insurance premium costs, the City self-insures public liability losses up to \$100,000 and non-vehicle property losses up to \$5,000. Excess insurance coverage protects the City above these limits. The City is a member of the joint insurance pool administered by the Association of Bay Area Governments (ABAG), ABAG Plan Corporation, which provides both excess liability and property coverage. This pool is primarily comprised of Bay Area cities and provides liability coverage above \$100,000 to a maximum of \$10,000,000. Property coverage through ABAG Plan Corp. is on the replacement values basis.

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers totaling \$1,750,000 based on a ratio of the fund's operating budgets to the combined budgets of all funds and prior claim history associated with the Fund's operations.

The City Attorney oversees the general liability aspect of the Self Insurance Fund, along with the Finance Director and the City Manager. The City participates in an insurance pool through the ABAG PLAN Corp. for general liability, property, and public official bond coverage. The primary services provided include:

- **LIABILITY INSURANCE**

Liability Insurance handles tort claims filed against the City and City property claims for recovery against third parties.

### EXPENDITURES

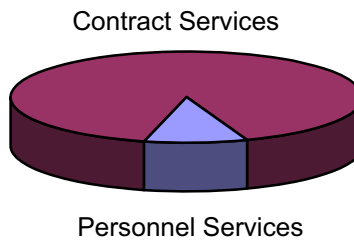
As with prior years, the Department's expenditure appropriation is split approximately 10% for personnel costs and 90% for professional services.

### PERSONNEL

#### Personnel Summary

City Attorney's Office	General Fund	Self Insurance Fund		
Classification	City Attorney's Office	Workers Compensation	Liability	Total
City Attorney	0.75	0.00	0.25	1.00
Legal Secretary	0.50	0.25	0.25	1.00
<b>Total</b>	1.25	0.25	0.50	2.00

### City Attorney - General Liability 2007-08 Proposed Budget



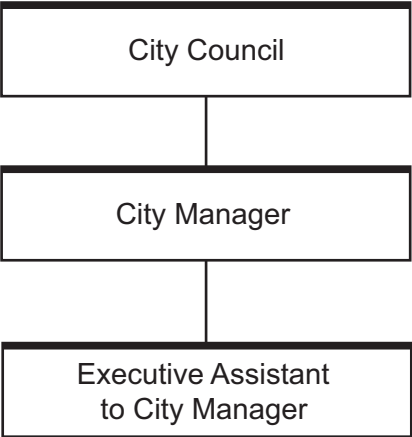
	2007-08 Proposed	Percent of Total
Personnel Services	\$78,145	9%
Contract Services	760,770	91%
<b>Grand Total</b>	<b>\$838,915</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 SALARIES & WAGES	\$62,349	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
200 BENEFITS	15,796	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, uniform allowance, management leave buyout, pay in-lieu of holidays.
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$78,145</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
451 INSURANCE PREMIUMS	\$460,000	Excess workers compensation policy, self-insured retention (\$460,000)
452 INSURANCE CLAIMS PAID	260,000	Claim paid
456 PUBLIC OFFICIALS BONDS	770	
457 PROPERTY PREMIUMS	40,000	
<b>TOTAL CONTRACT SERVICES</b>	<b>\$760,770</b>	
<b>GRAND TOTAL</b>	<b>\$838,915</b>	

## **CITY MANAGER'S OFFICE**

# CITY MANAGER



## **CITY MANAGER'S OFFICE**

*The City Manager's Office coordinates and supervises all City departments and their operations to ensure effective and cost efficient delivery of city services and supports the City Council by guiding the formulation, development, and implementation of City Council directed policies, programs, and projects.*

### **PROGRAMS**

The City Manager is appointed by the City Council to serve as the chief executive officer of the municipal corporation. The City Manager has overall responsibility for sound, cost effective and efficient management of all City programs and services. The City Manager supports the City Council by recommending and implementing administrative, fiscal and operational policies; assuring that the analysis for items presented for City Council action is complete and sufficient to support City Council decision-making; directing a sound personnel management policy and practice to support teamwork, performance excellence and commitment to public service; overseeing all City services for high quality, customer-focused delivery; maintaining on-going awareness and participation in legislative programs and proposals affecting San Bruno; facilitating the City Council goals and objective and response to community needs and interests according to the highest standards of professionalism; and preparing and presenting a comprehensive annual operating and capital improvements budget. The primary services provided include:

- **CITY COUNCIL POLICY DEVELOPMENT AND STRATEGIC PLANNING**  
The City Manager's office works with the City Council and staff to facilitate identification and work program planning to address community goals and priorities.
- **MANAGEMENT AND OVERSIGHT OF ORGANIZATION**  
The City Manager's Office oversees and assures delivery of all City services and operations in a customer-focused manner to ensure implementation of City Council policy and priorities in a manner consistent with best management and professional practice.
- **COMMUNITY RELATIONS AND OUTREACH**  
In coordination with all departments and the City Clerk's Office, the City Manager's Office assures available of public information and outreach on topics of importance to a well-informed citizenry and to promote public involvement in City programs and policy development.
- **BUDGET DEVELOPMENT, MANAGEMENT AND IMPLEMENTATION**  
The City Manager's Office oversees development and delivery of annual budgets and services consistent with City Council budget policies and evaluates all operations to assure best available methods for cost efficient service delivery.
- **EXTERNAL ORGANIZATION RELATIONS**  
The City Manager provides representation of City interests at regional and statewide organizations.

## PRIORITY FOCUS

In 2007-08, the City Manager's Office work program will continue to guide and ensure implementation of the City Council-approved policies relative to cost containment and the delivery of the City-wide staff work program to address the Priority Focus objectives established in 2005-06.

In order to assure the most effective implementation of Council priorities, the City Manager's Office continue to focus on coordinating with every department to develop and implement the necessary improvements to operational policy standards and procedures in every operational area. This focus on the internal structure and capability of the organization is intended to assure the continuing long-term ability of the organization to respond to community service needs in an environment of continuing change and resource constraints.

For 2007-08 priority work efforts through the City Manager's Office will also focus on coordination with all City departments to establish a strong, positive, accountable City Team work environment and on efforts to provide a permanent resolution to the City's on-going structural deficit situation to be completed in coordination with the City Council.

## PROGRAM RESOURCES

The City Manager's Office consists of City Manager and Executive Assistant to the City Manager.

### REVENUES

As a general administrative department, the City Manager Office's costs are offset exclusively by revenue generated from charges to non-General Fund departments. In 2007-08, the Department will recover approximately 64% of operating expenses from other funds including: the Water, Wastewater and Cable Television Enterprise Funds, Redevelopment, and the Aircraft Noise Insulation Program. The Department has no opportunities to recover fees from the public for any service provided.

### EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 81% for personnel costs and 19% for operations and professional services.

### PERSONNEL

#### Personnel Summary

<b>Management Services</b>	
Classification	<b>General Fund</b>
City Manager	1.00
Exec. Assist. to the CM	1.00
Total	2.00



## **2006-07 ACCOMPLISHMENTS**

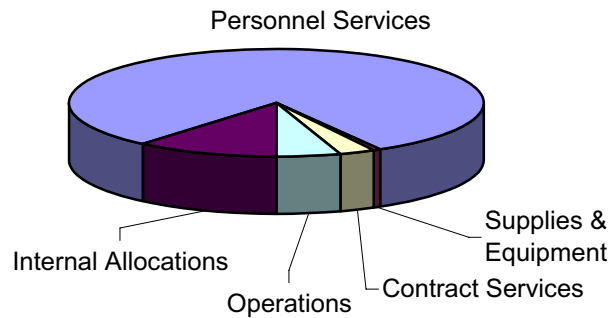
- ✓ Initiated a management, supervisory and leadership development program and completed initial training for management and supervisory staff in all departments.
- ✓ Provided oversight and guidance for important community improvement projects including:
  - ⇒ Renovation and installation of new play equipment at 9 City park playgrounds and planning for the remaining 9 facilities to be completed in the next fiscal year.
  - ⇒ Preparation and presentation of a comprehensive sidewalk repair program to be initiated in Fall 2007.
  - ⇒ Installation of speed humps on Cypress Avenue and development of a community-wide traffic-calming program.
  - ⇒ Rehabilitation of the San Bruno Avenue entry sign.
- ✓ Developed financing and initial design plans for renovation of median islands on El Camino and San Bruno Avenues.
- ✓ Coordinated staff review and approval for the Village at the Crossing Senior Housing and subdivisions at the Skycrest Center and the former Carl Sandberg School sites.
- ✓ Established policies for development related to housing and parkland in-lieu fees and updated the Master Fee Schedule incorporating the Cost Allocation Plan.
- ✓ Coordinated with San Bruno Garbage to assure the implementation of a new single stream recycling program leading to a significant reduction of solid waste disposal.
- ✓ Completed a voter opinion survey to provide information and assist City Council decision-making regarding community priorities and funding options.
- ✓ Completed training for all City employees related to the National Incident Management System (NIMS) protocols for emergency/disaster response; first responder staff in specific emergency functions and emergency preparedness plan and programs.
- ✓ Completed initial design and planning for development of a new San Bruno Library.

## **2007-08 GOALS & OBJECTIVES**

- ❑ Establish City-wide labor/management committee to review employee health and welfare benefit programs.
- ❑ Develop a master schedule and system for timely management and delivery of capital improvement projects.
- ❑ Initiate a comprehensive Downtown Strategic Planning process to define the community's vision for the future of the San Mateo Ave. downtown corridor and the El Camino Real/San Bruno Ave./San Mateo Ave. area at the center of the City's business district.

- ❑ Continue development of a City water policy and consideration of an on-going conjunctive water use program in coordination with other local water agencies to assure the best management of the City's water resources and preparation for drought year water supplies.
- ❑ Continue efforts to develop specific operational policies, procedures and standards and to evaluate and improve the structure of the City organization to assure efficient and effective delivery of all City services and operations.
- ❑ Schedule and complete a facilitated goal setting and strategic planning City Council work session to develop plans and priorities for community improvement.
- ❑ Continue to provide strong partnership and participation with other community service providers and regional agencies to assure coordinated and effective delivery of services to the San Bruno community.
- ❑ Continue to develop the City's Department Head Management Team and integrate new members to maximize the City's overall management effectiveness and team-oriented interdepartmental coordination.

### City Manager's Office 2007-08 Proposed Budget



2007-08 Proposed			Percent of Total
Personnel Services	\$332,163		81%
Supplies & Equipment	2,250		1%
Contract Services	10,838		3%
Operations	20,400		5%
Internal Allocations	46,008		11%
<b>Grand Total</b>	<b>\$411,659</b>		<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 FULL-TIME SALARIES	\$256,896	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs
200 EMPLOYEE BENEFITS	70,767	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays
290 CONTRACT STAFF	4,500	Staff services provided from temporary staffing services
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$332,163</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$1,500	Supplies and materials related to the operation of the City Manager's Office
302 COPIER CHARGES	250	Maintenance costs and toner for copier machines

***Supplies & Equipment (Cont.)***

351 OFFICE EQPT./FURNISH	500	Replacement of calculators, printers and other office equipment
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<b>TOTAL SUPPLIES &amp; EQUIPMENT</b>	<b><u>\$2,250</u></b>	
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CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROF SERVICES	\$5,000	Strategic planning and team building services
411 COMMUNICATIONS	2,100	Costs associated with office telephones, fax machine, and cell phone
412 POSTAGE	250	Postage costs associated with City Manager correspondence
422 TRANSPORTATION ALLOW	3,288	Auto allowance for City Manager
423 TRAVEL/VEHICLE USE	100	Reimbursement for business related travel expenses
471 OFFICE EQUIPMENT MAINTENANCE	100	Support for fax machine and other office equipment
<b>TOTAL CONTRACT SERVICES</b>	<b><u>\$10,838</u></b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
501 DUES & MEMBERSHIPS	\$2,000	California City Management Foundation (\$350), International City Manger's Association (\$1,650).
502 MEETINGS/CONFERENCES	4,000	League of California Cities' City Managers Department (\$1,500) and Annual Conference (\$1,500); San Mateo County City Managers Organization and Progress Seminar (\$1,000).
503 PUBLICATIONS & SUBSCRIPTIONS	400	Newspapers.
505 STAFF TRAINING	5,000	Executive/ management leadership development and team building for Department Head team.
508 MGMT.PROFESS.DEVEL.	1,000	Reimbursement per City Manager's contract
529 CONTINGENCIES/OTHER	8,000	Contingency set-aside
<b>TOTAL OPERATIONS</b>	<b><u>\$20,400</u></b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$16,914	Allocation of liability and workers' compensation claims and administration based on claims history.
576 BLDG.FACIL.ALLOC.	18,695	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	10,399	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
<b>TOTAL INTERNAL ALLOCATIONS</b>	<u><b>\$46,008</b></u>	
<b>GRAND TOTAL</b>	<u><u><b>\$411,659</b></u></u>	

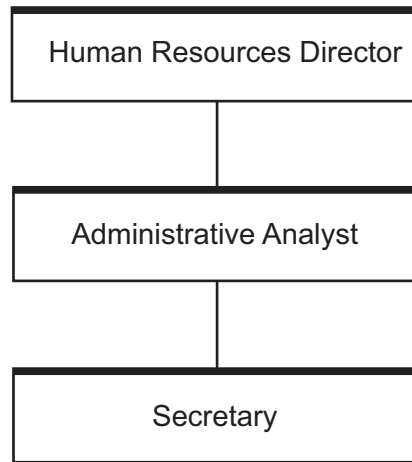
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# **HUMAN RESOURCES DEPARTMENT**

HUMAN RESOURCES DEPARTMENT

WORKERS' COMPENSATION

# HUMAN RESOURCES





## HUMAN RESOURCES DEPARTMENT

*The Human Resources Department assists the organization in managing its most important resources – its people.*

### PROGRAMS

The Human Resources Department manages the City's recruitment and selection, classification, compensation and benefits programs, provides training and other professional development programs, manages workers' compensation claims and programs, facilitates the Safety Committee, provides risk management support to all departments, negotiates and implements collective bargaining agreements with 6 employee organizations, and assures the maintenance of excellent relationships with its employees and labor organizations. The Department also provides support and consultation regarding employment liability issues.

- **RECRUITMENT, SELECTION AND RETENTION**

Human Resources assists departments to recruit and select highly qualified and motivated employees to provide quality services to the citizens of San Bruno. This is accomplished by conducting thorough and professional recruitment and outreach efforts, conducting appropriate and valid written examinations, assisting with development and administration of oral panels and assessment centers, and compiling and maintaining eligible lists for positions. Additionally, Human Resources coordinates the selection process, coordinates reference checks, credit checks, background checks, and pre-employment medical examinations, prepares offer letters, and orients new employees.

- **EMPLOYEE DEVELOPMENT AND TRAINING**

Human Resources helps ensure that employees are well trained and have the appropriate skill sets and abilities to perform their duties and to advance within the organization. To achieve this, Human Resources coordinates and provides a range of individual, group, and regional training opportunities that address organizational needs including professional development, team building, skill enhancement, and compliance with regulatory requirements.

- **COMPLIANCE WITH STATE AND FEDERAL LAWS AND DOCUMENTATION**

Human Resources advises City departments on matters relating to compliance with federal and state laws and regulations designed to protect employees and members of the public. Human Resources administers the Department of Transportation (DOT) random drug testing program, and Department of Motor Vehicles license program, coordinates OSHA required testing, and completes annual postings and reports. The department also advises employees and managers on a variety of laws including leaves, disability, equal employment, wages, hours, working conditions, and employee rights.

- **BENEFITS ADMINISTRATION**

Human Resources provides employees with accurate and timely information to assist their personal management of City benefits.

- **RISK MANAGEMENT AND WORKERS' COMPENSATION**

Human Resources coordinates the Workers' Compensation program to ensure timely delivery of medical treatment and benefits to injured workers while minimizing the City's exposure. Human Resources administers a comprehensive and evolving safety program to ensure the safety of employees and citizens and implements policies and procedures to assure a proactive risk management and risk avoidance program for all City operations.

- **LABOR RELATIONS**

Human Resources represents the City in negotiations, ensures fair and even implementation of negotiated agreements, and maintains a positive and productive work environment for employees.

## **PRIORITY FOCUS**

Human Resources will continue to develop, improve, and update new and existing human resources work processes and policies utilizing updated technology and compliance with federal, state, and local rules and regulations.

Human Resources will continue to investigate alternatives and establish a medical benefit program to meet employee needs at an affordable cost.

Human Resources will partner with the Finance Department to implement a new and successful human resources information system to assist in the efficiency and effectiveness in human resources management and delivery.

Human Resources will work towards settling agreements with the City's remaining bargaining units whose labor contracts have expired.

Human Resources will continue to provide consultation and support to operating departments in the areas of policy interpretation, disciplinary issues, employee performance matters, workers' compensation, and staff development.

Human Resources strives to deliver high-quality, cost-effective services, and strives to maintain employee morale in the face of budget challenges. The continued exploration of cost-saving strategies will remain a priority.

## **PROGRAM RESOURCES**

### **REVENUES**

As a general administrative operation, the Human Resource Department costs are offset by revenue generated from charges to non-General Fund departments. In 2007-08, the Department will recover approximately 64% of operating expenses from other funds including: the Water, Wastewater and Cable Television Enterprise Funds, Redevelopment, and the Aircraft Noise Insulation Program. The Department does not recover fees for services provided.

### **EXPENDITURES**

The Department's expenditure appropriations are split approximately 56% for personnel costs and 44% for operations, supplies, contract services and internal services. Many city-wide services are centrally budgeted including medical examinations, psychological evaluations, and background investigations for current and prospective employees; additionally, City-wide benefits such as the Employee Assistance program; management, professional development and general skills training and mandatory safety training for non-safety departments; and employee recognition programs.

## PERSONNEL

<b>Human Resources</b>	<b>General Fund</b>	<b>Self Insurance Fund</b>	
Classification	Human Resources	Workers Compensation	Total
Human Resources Director	0.75	0.25	1.00
Administrative Analyst	1.00	0.00	1.00
Secretary	1.00	0.00	1.00
Total	2.75	0.25	3.00

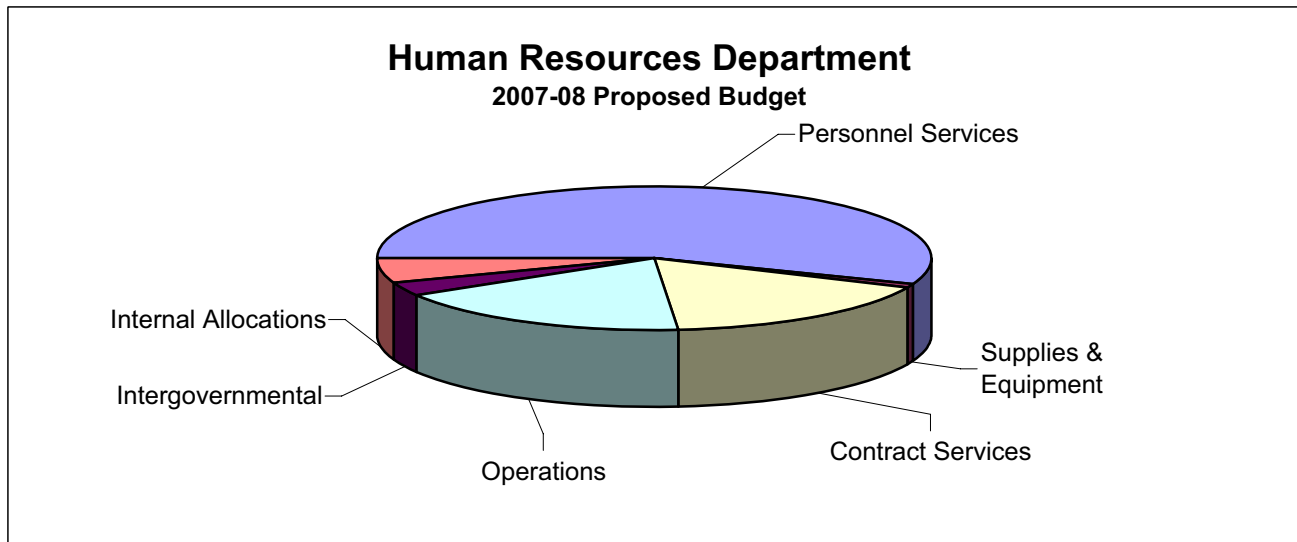
## 2006-07 ACCOMPLISHMENTS

- ✓ Completed negotiations and implemented a new contract with the Fire bargaining unit. Initiated negotiations with remaining bargaining units with the objective of establishing new contracts.
- ✓ Completed a broad range of recruitments for 24 critical City positions including processing over 1,200 applications.
- ✓ Continued to provide oversight of the workers' compensation program
- ✓ Revised and developed 4 job descriptions for the various City departments
- ✓ Completed assessment of safety training needs and developed a safety training plan
- ✓ Continued to provide mandatory Sexual Harassment Training for Supervisors that meets the requirements of A.B. 1825, and various safety-related topics including ergonomic training, hearing conservation, etc.
- ✓ Provided Supervisory and Leadership Training as we strive to develop new leaders in the organization
- ✓ Provided consultation and support to operating departments in the areas of policy interpretation, disciplinary issues, employee performance matters, workers' compensation, and staff and organizational development
- ✓ Provided City-wide administration of required compliance programs (DOT, DMV, OSHA)
- ✓ Continued to oversee the employee recognition program

## 2007-08 GOALS & OBJECTIVES

- Complete negotiations and implementation for new contracts with the, Police, Public Safety Mid-Management, Miscellaneous, Mid-Management, and Management Bargaining Units

- ❑ Continue to monitor employment law and other requirements pertaining to recruitment, selection, and employee management/supervision and provide advice and assistance to all City departments
- ❑ Continue to provide training opportunities to employees for professional development
- ❑ Provide advice and assistance to the City Manager and all departments on improvements to the City's employee performance evaluation process, identification of employee training needs, and resolution of employee concerns in a timely and appropriate manner
- ❑ Update and implement changes to the human resources processes and procedures to increase efficiency, effectiveness, and delivery
- ❑ Evaluate and implement new city benefit programs with the goal of increasing employee satisfaction with program offerings while obtaining cost containment



	2007-08 Proposed	Percent of Total
Personnel Services	\$320,071	56%
Supplies & Equipment	4,400	1%
Contract Services	97,450	17%
Operations	101,700	18%
Intergovernmental	17,000	3%
Internal Allocations	32,583	6%
<b>Grand Total</b>	<b>\$573,204</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 FULL-TIME SALARIES	\$246,464	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
200 EMPLOYEE BENEFITS	73,607	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, uniform allowance, management leave buyout, pay in-lieu of holidays
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$320,071</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$2,300	Supplies and materials related to the operation of the Human Resources Department.
302 COPIER CHARGES	1,600	Maintenance costs and toner for copier machines.

**Supplies & Equipment (Cont.)**

351 OFFICE EQPT./FURNISH	500	Replacement of calculators, printers and other office equipment.
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<b>SUBTOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$4,400</b>
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CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROF SERVICES	\$64,850	Online applicant tracking (CalOpps), (\$2,000); Bilingual testing services, (\$2,500); Legal assistance and training (Liebert Cassidy Whitmore), (\$6,850); Salary and compensation surveys (IEDA), (\$5,500); Labor negotiations services and consulting, (\$45,000); 911 Dispatcher Consortium, (\$1,500); Unemployment Insurance Administration (The E-Group), (\$1,500)
411 COMMUNICATIONS	600	Costs associated with office telephones, data lines, and fax machine.
412 POSTAGE	1,000	Postage costs associated with Human Resource Department correspondence.
422 TRANSPORTATION ALLOW	3,300	Auto allowance for Department Head.
423 TRAVEL/VEHICLE USE	500	Reimbursement for business related travel expense.
432 ADVERTISING OTHER	24,000	Position recruitment advertising in newspapers, trade journals, and public sector association employment publications and membership mailing lists.
441 PRINTING & COPY WORK	3,000	Recruitment flyers, Job Applications, ID card stock
471 OFFICE EQUIPMENT MAINTENANCE	200	Maintenance for copier, fax, calculators, and other equipment.
<b>TOTAL CONTRACT SERVICES</b>	<b>\$97,450</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
501 DUES & MEMBERSHIPS	\$1,800	International Personnel Management Association (IPMA), (\$300); California Public Employee Labor Relations Association (CALPERA), (\$300); Labor Law Center, (\$1,200)
502 MEETINGS/CONFERENCES	2,300	League of California Cities, (\$300); Northern California Municipal Personnel Managers Group (NORCAL), (\$300); Liebert-Cassidy Whitmore Public Sector Law, (\$500); California Public Employee Labor Relations Association (CALPELRA), (\$1,200)
503 PUBLICATIONS & SUBSCRIPTIONS	500	Ca. Public Employee Relations (CPER), (\$200); IPMA Publications, (\$300)

**Operations (Cont.)**

504 EMP. ASSISTANCE	16,000	Substance Abuse Professional (SAP) services, (\$4,000); Employee Assistance Program (EAP), (\$12,000)
505 STAFF TRAINING	25,600	General Employee training, (\$3,600); Management/Supervisory training, (\$22,000)
508 MGMT.PROFESS.DEVEL.	1,500	Reimbursement for one department head and one mid-manager in accordance with MOU's.
511 EXAM SERVICES	4,000	Written exams procured from an independent source.
512 PROCTOR SERVICES	1,000	Oversight of written examinations.
513 MEDICAL EXAMS	35,000	Drug testing, pre-employment, & DMV physicals
515 STAFF RECOGNITION	5,000	City-wide employee recognition events and awards.
521 INVESTIGATIONS	9,000	Pre-employment background checks

<b>TOTAL OPERATIONS</b>	<b>\$101,700</b>
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INTERGOVERNMENTAL	PROPOSED BUDGET	DESCRIPTION
554 UNEMPL.BEN.PMT.-EDD	17,000	Reimbursement to State of California for employees claiming unemployment benefits.
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$17,000</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$5,168	Allocation of liability and workers' compensation claims and administration based on claims history.
576 BLDG.FACIL.ALLOC.	18,695	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	8,720	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
<b>TOTAL INTERNAL ALLOCATIONS</b>	<b>\$32,583</b>	
<b>GRAND TOTAL</b>	<b>\$573,204</b>	



## HUMAN RESOURCES - WORKERS' COMPENSATION

### PROGRAMS

The Self Insurance Fund provides insurance protection for the City against workers' compensation claims arising from work-related injuries for City employees.

To reduce insurance premium costs, the City self-insures rather than purchases a premium for workers' compensation claims up to \$750,000. The City also retains full responsibility for all unemployment insurance claim costs on a reimbursement basis. This self-insurance covers workers' compensation claims for medical, disability, salary continuation, and legal costs for employee work-related injuries. The City maintains a commercial excess workers' compensation policy (insured by Continental Casualty in 2006-07) for any loss per occurrence above the \$750,000 self-insurance limit up to the statutory maximum.

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers totaling \$1,750,000 based on a formula using General Funds operating departments, Internal Service Fund departments and Enterprise Funds budgets' percent of payroll and prior claim history associated with the departments' operations over a five-year period.

The Human Resources Director in conjunction with Legal Services manages Workers' Compensation. The primary service provided includes:

- **WORKERS' COMPENSATION**

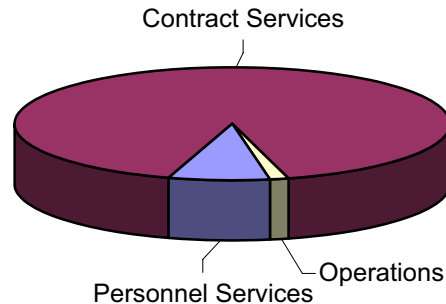
Workers' Compensation manages the total reported on-the-job injuries by City employees and proactive case management.

### PERSONNEL

#### Personnel Summary

Human Resources	General Fund	Self Insurance Fund	
Classification	Human Resources	Workers Compensation	Total
Human Resources Director	0.75	0.25	1.00
Administrative Analyst	1.00	0.00	1.00
Secretary	1.00	0.00	1.00
Total	2.75	0.25	3.00

## Human Resources - Workers' Compensation 2007-08 Proposed Budget



2007-08		
	Proposed	Percent of Total
Personnel Services	\$68,691	7%
Contract Services	\$851,000	91%
Operations	12,825	1%
<b>Grand Total</b>	<b>\$932,516</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 SALARIES & WAGES	\$54,543	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
200 BENEFITS	14,148	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, uniform allowance, management leave buyout, pay in-lieu of holidays
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$68,691</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
451 INSURANCE PREMIUMS	\$260,000	Excess workers compensation premium, coverage obtained by broker, Marsh.
452 INSURANCE CLAIMS PAID	525,000	Workers' compensation claims paid.
453 INSURANCE ADMINISTRATION	66,000	Third party case adjusting services.
<b>TOTAL CONTRACT SERVICES</b>	<b>\$851,000</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
501 DUES & MEMBERSHIPS	\$225	Public Agency Risk Management Association (PARMA).
502 MEETINGS/CONFERENCES	600	PARMA conference.
505 STAFF TRAINING	10,000	Mandatory training for OSHA compliance.
511 EXAM SERVICES	2,000	Medical examinations.
<b>TOTAL OPERATIONS</b>	<u><b>\$12,825</b></u>	
<b>GRAND TOTAL</b>	<u><b>\$932,516</b></u>	

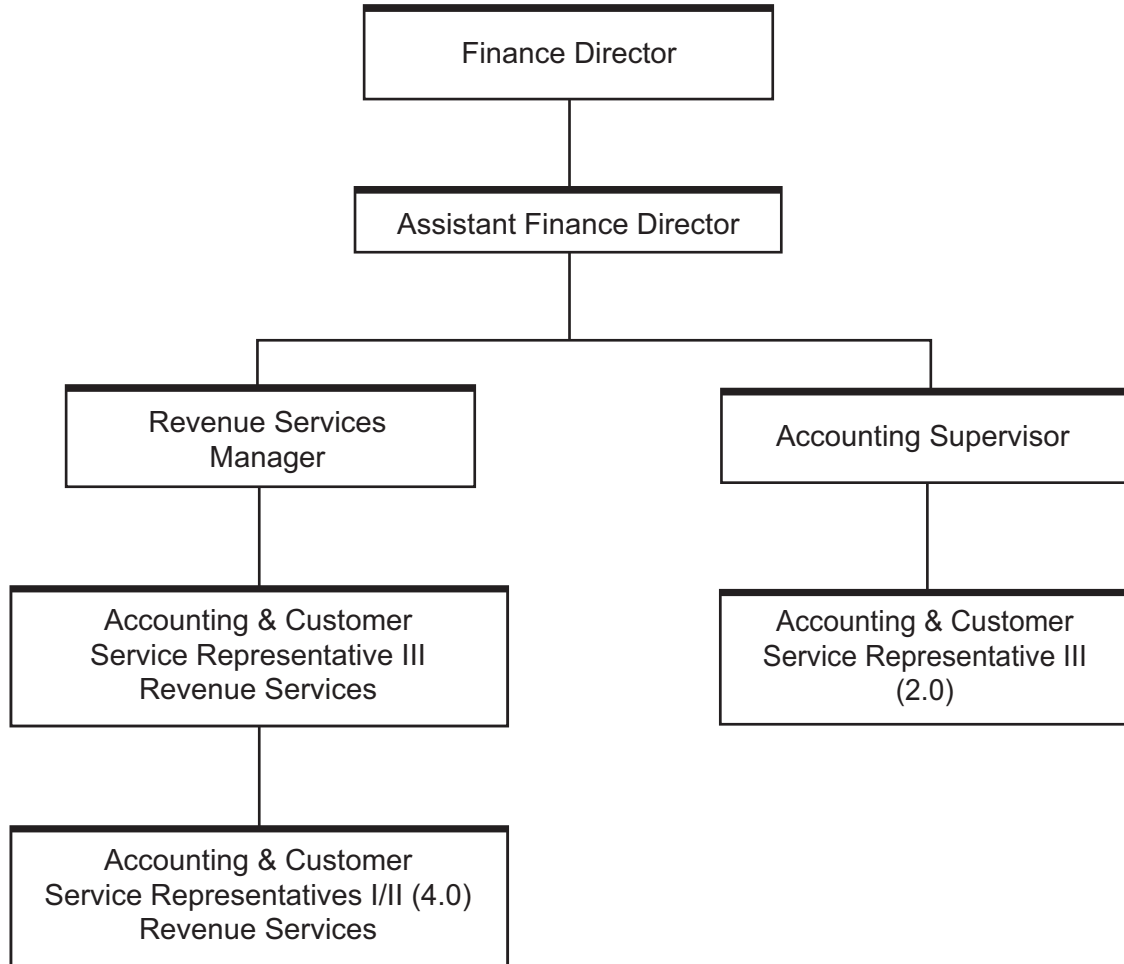
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## **FINANCE DEPARTMENT**

ADMINISTRATION

REVENUE SERVICES

# FINANCE



## **FINANCE DEPARTMENT- ADMINISTRATION & REVENUE SERVICES**

*The Department maintains the fiscal integrity and financial soundness of the City through adequate management and control of financial transactions.*

### **PROGRAMS**

The Finance Department is responsible for the overall financial administration of the City and the San Bruno Redevelopment Agency. The Department provides for operation of the general accounting system including directing the independent audits; payroll processing, purchasing for all City departments including contracts and acquiring services, equipment, and supplies, administering accounts payable; collection of revenues, including business taxes, water, wastewater, and garbage charges through Revenue Services, and other miscellaneous charges; and disbursements of all monies as authorized by the City Council. The primary services provided include:

- **FINANCIAL ACCOUNTING & REPORTING**  
Finance supplies the City Council and City Departments with regular financial reports accounting for cash, revenue and expenditures on a monthly basis. On an annual basis, this information is used to complete the City's Comprehensive Annual Financial Report, special reports to State and Federal Agencies Grant Administrators, and requests from bond underwriters.
- **BUDGETING, PURCHASING & GENERAL ADMINISTRATION**  
Finance maintains financial control of the organization by preparing and monitoring the City Council approved budgets, issuing purchase order contracts and administering competitive bids, and implementing other internal controls.
- **REVENUE SERVICES CUSTOMER SERVICE**  
Finance generates and manages utility bills for over 11,000 accounts, serving both residential and commercial locations. The Department's utility customer service team is comprised of 6.0 full time employees.
- **ACCOUNTS (EMPLOYEE & VENDOR) PAYABLES**  
Finance provides periodic payment for services and supplies rendered by vendors and payroll for City employees.
- **ACCOUNTS RECEIVABLES**  
Finance collects the City's business tax on over 3,500 open tax accounts. In addition to business tax, the Department is responsible for invoicing and collecting miscellaneous receivables such as transient occupancy taxes, reimbursements from developers, and rental agreements.

### **PRIORITY FOCUS**

In 2007-08, the Department will further the City's Priority Focus by enhancing financial internal controls, revamping the City's financial reporting, and training new accounting personnel in accounting policies and procedures to ensure all levels of the Department contribute to the accuracy of the City's financial statements. The work effort for 2007-08 is largely based on the Department's recent staff changes that required documentation of operating process and has highlighted shortcomings in the Department's historical practices given the growing complexity of the City's finances.

In the area of internal controls, the Department will establish the necessary measures to ensure the integrity of the City's financial transactions. In 2007-08 the Department expects to expand usage of the City's centralized cashiering system to cash handling counters outside City Hall. The new cashiering system will provide Finance with comprehensive control over receipts for services provided by the City and allow for meaningful internal audit of transactions. Concurrent with the implementation of this new system, the Department will work to establish standardized policies and procedures which clearly outline the organizations cash handling procedures and permit for internal audits.

In the area of financial reporting, the Department will continue to review processes and procedures that impede timely closing of the City's fiscal year-end financial records. With a more efficient year-end close, the Department expects to possess timely information necessary for management to analyze transactions to best facilitate issuance of the City's Comprehensive Annual Financial Report. Due to delays with the year-end close for fiscal year 2004-05, the Department is on the fast track to close fiscal year 2005-06 and subsequently 2006-07.

Additionally, the Department will continue development of its in-house governmental accounting knowledge through a concerted effort by both employees and management. In 2007-08, one Department member will have completed a certificate program in fund accounting and the Department will continue to encourage staff members to pursue outside training.

## **PROGRAM RESOURCES**

The Department's budget in 2007-08 maintains current service levels, while enhancing the key directives identified in the priority focus.

## **REVENUES**

As a general administrative department, Department's costs are offset by charges to various agencies and the City's Enterprise Funds. In 2007-08, the Department will recover approximately 64% of its operating expenses from non-general fund sources including: Water, Wastewater and Cable Television Enterprise Funds, and Redevelopment. Additionally, Revenue Services has been allocated to non-general fund departments based on total receipts processed by the group. The Department has successfully implemented a timely accounts receivable function, which has resulted in timely collection of monies due the City from developers, businesses, and other non-utility accounts.

## **EXPENDITURES**

As with prior years, the Department's expenditure appropriation is split approximately 72% for personnel costs and 28% for operations and professional services. The largest non-personnel expenditure is the Department's contract with a certified public accountant to conduct the annual independent audits of the City's financial records and audit related services such as a fixed asset inventory. The remaining share of the operations budget provides office supplies, services, and internal service allocations.



## PERSONNEL

### Personnel Summary – Finance & Revenue Services

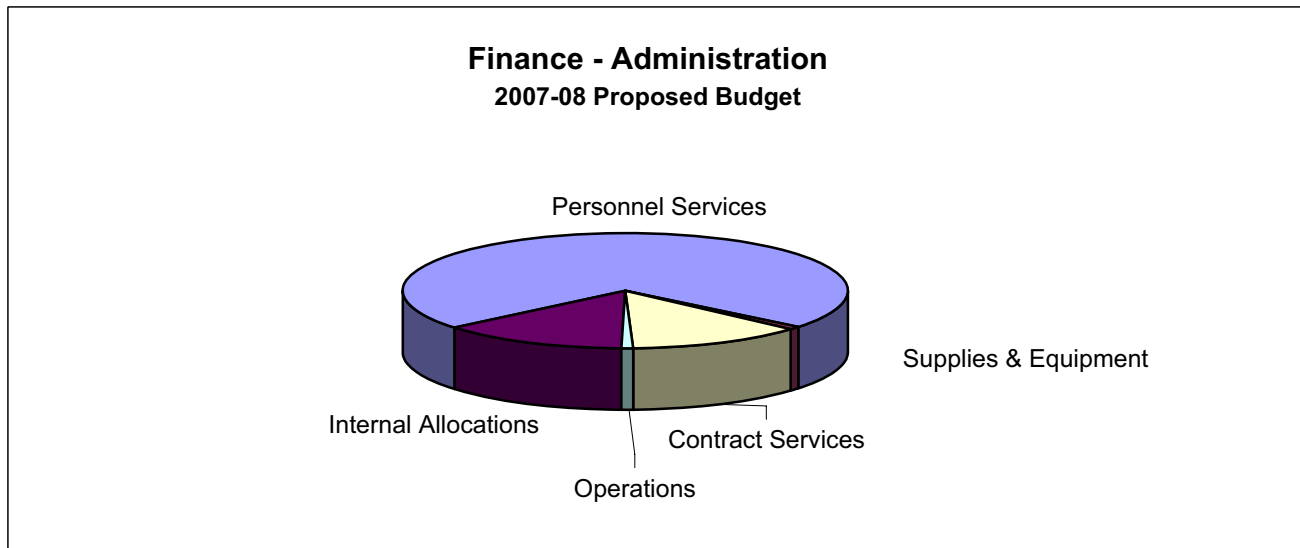
Finance Department	General Fund		
Classification	Administration	Revenue Services	Total
Finance Director	1.00	0.00	1.00
Assistant Director	1.00	0.00	1.00
Financial Services Sup.	0.00	1.00	1.00
Accounting Supervisor	1.00	0.00	1.00
Acct. & Cust. Serv. Rep. III	2.00	1.00	3.00
Acct. & Cust. Serv. Rep. I/II	0.00	4.00	4.00
Total	5.00	6.00	11.00

## 2006-07 ACCOMPLISHMENTS

- ✓ Completed and delivered City's consolidated operating budget for the General Fund, Special Revenue Funds, and Enterprise Funds.
- ✓ Implemented the Cost Allocation Plan, eliminating over \$750,000 in General Fund subsidies to enterprise and redevelopment funds.
- ✓ Completed and delivered a revamped Capital Improvement Program Budget.
- ✓ Filed the June 30, 2005 State Controller's Reports for the City and Redevelopment Agency prior to the December 31, 2005 deadline.
- ✓ Competitively bid and selected a new vendor to print and mail the City's 8,000 monthly utility bills reducing the City's postage and supplies costs and permitting for redeployment of staff hours to focus on software implementation projects.
- ✓ Compiled and filed reimbursement claims for State Mandated programs (SB90) in-house thereby eliminating consultant costs (\$6,500) and recovering over \$49,500 in reimbursements from the State of California.
- ✓ Fully automated collection of annual fire inspection fee charges for select business types by combining billing and collection of the fees with the annual business license renewal process, eliminating hours of clerical effort, reducing supply and postage costs, and enhancing fee recovery.
- ✓ Ended 18-month delay in issuance of the City's financial statements for the fiscal year ending June 30, 2005.
- ✓ Implemented a comprehensive development fee study identifying areas of potential General Fund subsidies for services provided to the development community.

## **2007-08 GOALS & OBJECTIVES**

- ❑ Conduct a Citywide asset inventory and comprehensively update the City's fixed asset and equipment reserve inventories and financial schedules. Finalize implementation of Governmental Accounting Standards Board (GASB) Statement No. 34 for infrastructure valuation.
- ❑ Continue upgrade of financial software with the implementation of a centralized cashiering program and begin installation of a new core financial system.
- ❑ Continue training and development of staff members to meet the Department's need for highly skilled analysis and technical governmental accounting.
- ❑ Develop a comprehensive internal audit and control program including a citywide financial policies and procedures manual.



	2007-08 Proposed	Percent of Total
Personnel Services	\$638,762	72%
Supplies & Equipment	9,500	1%
Contract Services	111,673	13%
Operations	8,200	1%
Internal Allocations	121,259	14%
<b>Grand Total</b>	<b>\$889,394</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 FULL-TIME SALARIES	\$475,423	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
120 OVERTIME	3,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
200 EMPLOYEE BENEFITS	160,339	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$638,762</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$6,000	Supplies and materials related to the operation of the Finance Department.
302 COPIER CHARGES	3,500	Maintenance costs and toner for copier machines.
<b>TOTAL SUPPLIES&amp; EQUIPMENT</b>	<b>\$9,500</b>	

CONTRACT SERVICE	PROPOSED BUDGET	DESCRIPTION
401 PROF SERVICES	\$38,700	Preparation of the year-end financial statements, State Controller's Report, and internal control policies and procedures.
403 ACCT/AUDIT SERVICES	60,000	Comprehensive Annual Financial Report (CAFR) and Single Audit Report for Federal grants.
409 OTHER SERVICES-MISC	1,500	Graphics and print layout for budget documents and public notices.
411 COMMUNICATIONS	2,400	Costs associated with office telephones, data lines, and fax machine.
412 POSTAGE	2,625	Postage costs associated with Finance Department correspondence.
422 TRANSPORTATION ALLOW	3,288	Auto allowance for Department Head.
423 TRAVEL/VEHICLE USE	100	Reimbursement for business related travel expense.
431 ADVERTISING - LEGAL	360	Legal ads for bids, rate changes, and other required notices.
441 PRINTING & COPY WORK	2,500	Printing budget documents and public notices.
471 OFFICE EQUIPMENT MAINTENANCE	200	Maintenance for copier, fax, calculators, and other equipment.
<b>SUBTOTAL CONTRACT SERVICES</b>	<b>\$111,673</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
501 DUES & MEMBERSHIPS	\$400	California Society of Municipal Finance Officers (CSMFO) and Government Finance Officers Association (GFOA).
502 MEETINGS/CONFERENCES	2,500	CSMFO conference, League of California Cities municipal updates.
503 PUBLICATIONS & SUBSCRIPTIONS	300	Business Times and Municipal Handbook.
505 STAFF TRAINING	2,500	Training in accounting, collections, spreadsheet, financial analysis for department employees.
508 MGMT.PROFESS.DEVEL.	2,000	Reimbursement per SBMEA and Mid-Management MOUs.

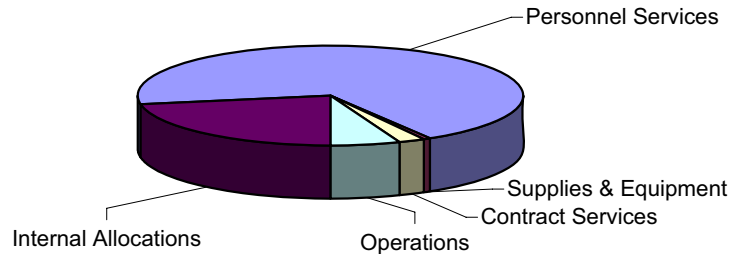
**Operations (Cont.)**

509 TUITION REIMBURSE. 500 Reimbursement for course work by one employee.

**SUBTOTAL OPERATIONS** **\$8,200**

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$20,230	Allocation of liability and workers' compensation claims and administration based on claims history.
576 BLDG.FACIL.ALLOC.	30,687	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	66,342	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
579 EQUIPMENT REPLACEMENT TRANSFER	4,000	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
<b>SUBTOTAL INTERNAL ALLOCATIONS</b>	<u><b>\$121,259</b></u>	
<b>GRAND TOTAL</b>	<u><u><b>\$889,394</b></u></u>	

**Finance - Revenue Services**  
**2007-08 Proposed Budget**



	2007-08 Proposed	Percent of Total
Personnel Services	\$540,460	69%
Supplies & Equipment	4,500	1%
Contract Services	17,000	2%
Operations	45,900	6%
Internal Allocations	174,562	22%
<b>Grand Total</b>	<b>\$782,422</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 FULL-TIME SALARIES	\$392,469	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
120 OVERTIME	3,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
200 EMPLOYEE BENEFITS	144,991	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$540,460</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$3,000	Day-to-day supplies needed for daily operations (\$1500) customized paper and envelopes used for mailing delinquent utility bills to customers (\$1500).
302 COPIER CHARGES	500	Maintenance fee and toner for copier machine.
351 OFFICE EQPT./FURNISH	1,000	Replacement calculator, credit card terminal, and other billing equipment.
<b>TOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$4,500</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
409 OTHER SERVICES-MISC	\$17,000	Outsourcing of utility bill printing and mailing (\$15,000); designing and printing of inserts included with the utility bills (\$2,000).
<b>TOTAL CONTRACT SERVICES</b>	<b>\$17,000</b>	

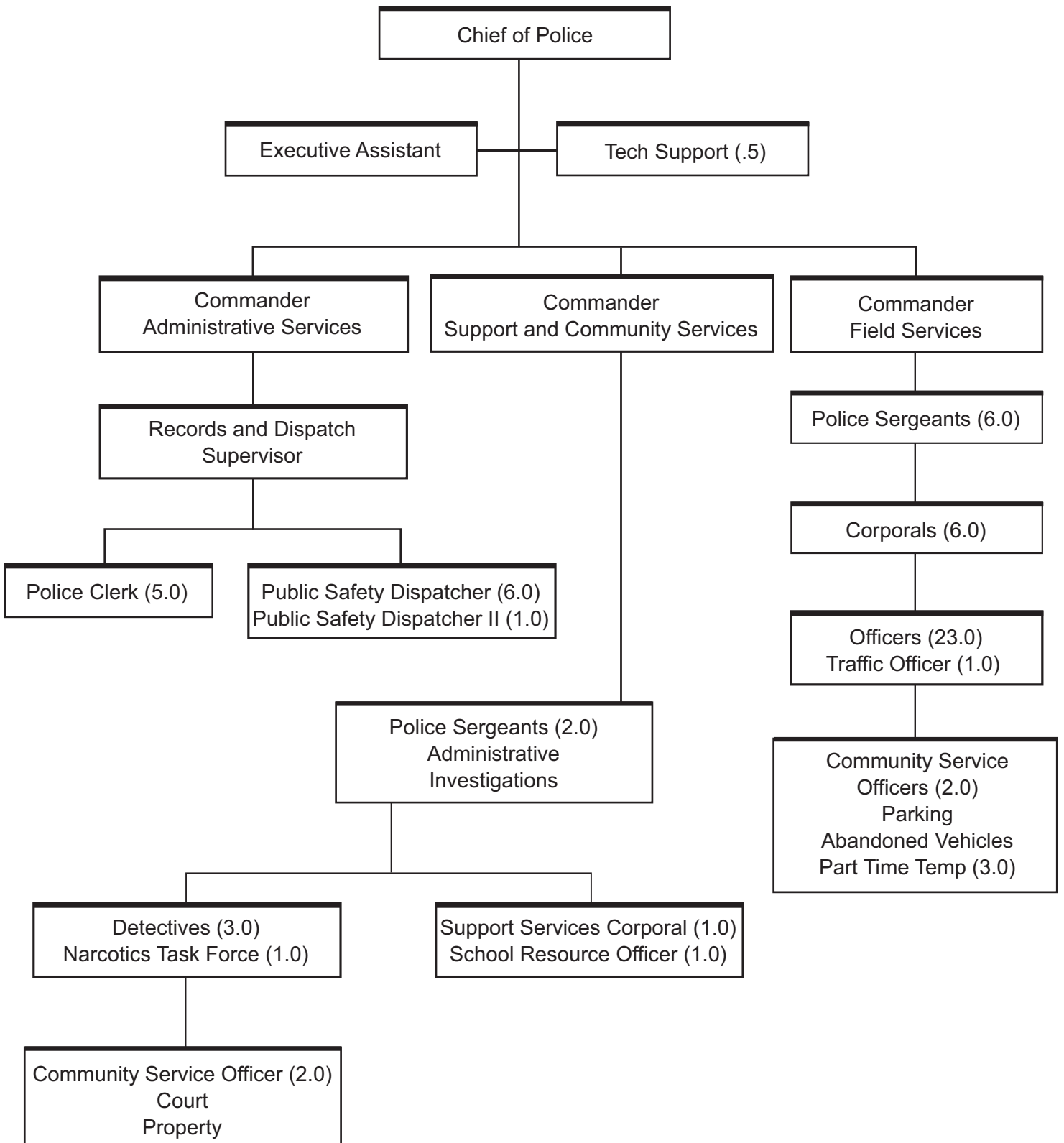
OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	3,500	Charges for office phones, fax line, and data line.
412 POSTAGE	26,000	First class postage for approximately 80,000 mail pieces.
472 NETWORK SYSTEM MAINT	11,700	Ongoing license fees for computer applications used in the Revenue Services group.
501 DUES & MEMBERSHIPS	\$200	Business License organization (\$75); membership for Revenue Services Manager (\$125).
502 MEETINGS/CONFERENCES	1,500	Regional meetings attended by Business License Clerk (\$500); annual League Conference attended by Revenue Services Manager (\$1,000).
505 STAFF TRAINING	1,500	Training in accounting, collections, spreadsheets, and financial analysis for department employees.
508 MGMT.PROFESS.DEVEL.	500	Professional development reimbursement per MOU.
509 TUITION REIMBURSE.	1,000	Reimbursement for course work per MOU.
<b>TOTAL OPERATIONS</b>	<b><u>\$45,900</u></b>	
INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$32,143	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADMIN ALLOC.	28,934	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	29,430	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	58,755	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
579 EQUIPMENT REPLACEMENT TRANSFER	25,300	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
<b>TOTAL INTERNAL ALLOCATIONS</b>	<b><u>\$174,562</u></b>	
<b>GRAND TOTAL</b>	<b><u><u>\$782,422</u></u></b>	

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## **POLICE DEPARTMENT**

# POLICE



## POLICE DEPARTMENT

### Mission Statement

*Every member of the San Bruno Police Department is committed to providing the highest level of police service to our community. We are dedicated to preserving our community's peace while adhering to the highest level of ethical standards and professional conduct.*

### PROGRAMS

The San Bruno Police Department is a full service law enforcement agency that provides police services 24 hours a day, 7 days a week. In addition to protecting life and property, the Department is committed to the prevention of criminal activity through highly visible patrols and the rigorous enforcement of laws and regulations throughout the City. The Department also delivers a variety of non-emergency police services. The Department's services include the following programs:

- **PATROL AND FIELD SERVICES**  
The Patrol Division provides immediate response to all emergency calls including crimes in progress. The Patrol Division is responsible for the prevention of criminal activity and the investigation of criminal acts that lead to successful prosecutions.
- **TRAFFIC AND PARKING LAW ENFORCEMENT**  
The Traffic Division serves to prevent injury related collisions through education and enforcement. Officers also investigate traffic collisions and provide recommendations to the City's Engineering Division to enhance traffic and pedestrian safety.
- **INVESTIGATIVE AND SUPPORT SERVICES**  
The Investigative Services Division conducts major case management and follow-up investigations that lead to the identification and apprehension of those responsible for criminal acts. The Support Services section works with the City's Code Enforcement Division to resolve chronic quality of life issues in the community, conducts background investigations, and facilitates crime prevention programs such as Neighborhood Watch and the Citizen's Crime Prevention Committee.
- **ADMINISTRATIVE SERVICES**  
The Administrative Services Division is responsible for planning, resource development and management, budget preparation, acquisition of equipment, and ensures training needs are met for all personnel.
- **RECORDS AND DISPATCH SERVICES**  
Personnel assigned to Records and Dispatch obtain information from callers and relay necessary facts to patrol units in the field. This Division serves to provide information and assistance to customers both over the telephone and in person and also processes police records.
- **CONTRACT SERVICES**  
Contracts with various public and private agencies allow the Police Department to provide a variety of services that include, counseling and

diversion programs for at risk youth, crossing guard services at busy intersections, housing of prisoners, animal control services and legal review of policies and procedures.

## **PRIORITY FOCUS**

The Police Department strives to provide outstanding customer service and improve the quality of life for everyone who lives and works in San Bruno. In 2006-07, the Department continued to send out random surveys that provided customers an opportunity to comment on the service they received and allowed for suggestions to improve police services. The majority of the responses received, 92%, were complimentary of the service provided by employees of the Police Department. Only two respondents indicated they were disappointed with the police response. Keeping with our commitment to make customer service a priority focus, the Department will continue to seek customer feedback on ways to improve service.

The Police Department will continue to work with the business community to provide a safe environment for customers to shop and do business. The Police Department will also provide crime prevention assistance to local business as well as residents. In September of 2006, the Police Department made a presentation to the Chamber of Commerce on Business Watch. Similar to the Neighborhood Watch program, Business Watch partners' local merchants with law enforcement to develop crime prevention strategies and techniques that will improve business security and reduce crime.

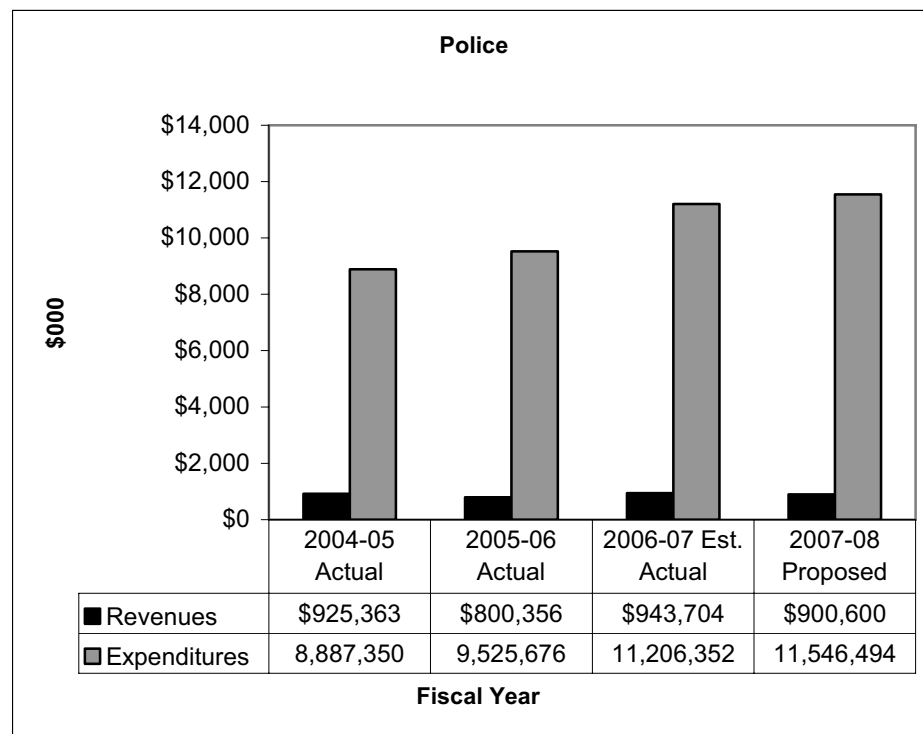
The Police Department continues to maintain a presence in the business areas to provide assistance for merchants and patrons. These areas include The Shops at Tanforan, the Downtown business district, Towne Center and the Bayhill Shopping Center. The Department will continue to monitor crime patterns in the community and devote appropriate resources where needed.

The Police Department will continue to assist in improving the image of the City by partnering with the Code Enforcement Division to address areas of blight and quality of life issues. This partnership will focus on the abatement of violations before they invite criminal activity or pose a hazard to public health or safety. The Department will also continue its efforts in the identification and removal of abandoned vehicles and the abatement of non-operative vehicles on private property.

Based on City Council support and direction, for a second year the Police and Fire Departments conducted an education and enforcement campaign designed to curtail the use of illegal fireworks during the Fourth of July holiday period. During a four-hour period on July 4, 2006, the Police Department made 26 arrests for possession and use of illegal fireworks. The Department will have a similar campaign for July 4, 2007 and anticipates a similar result. Fees assessed to safe and sane fireworks stands will offset the enforcement costs.

## PROGRAM RESOURCES

The Department's budget consists of three primary categories, Personnel, Operations, and Professional Services. The Personnel category identifies expenses related to employee salaries and benefits. The Operations category allocates funds that provide staff with the necessary tools and equipment to complete their mission. The Professional Service category deals with expenditures related to external professional agencies that assist in the delivery of police services to the City of San Bruno.



## REVENUES

The Department supports its programs in part through revenues received in the form of fees, fines, and reimbursement for special services. Fee revenue recovers the cost for specialized services offered by the Department. For example: fingerprinting, vehicle impound release fees and permit processing. Fines from parking citations and reimbursements for abandoned vehicle removal offset the salaries of the Community Service Officers assigned those responsibilities. Reimbursement from the State of California Commission on Peace Officer Standards and Training (POST) also helps offset costs associated with mandated training requirements for Police Department personnel.

The Police Department will continue to seek available grant funding to enhance public safety and service to the community. In 2006-07, the Department was able to conduct DUI Checkpoints, specific enforcement of pedestrian right of way violations and a seatbelt awareness campaign, utilizing existing staff on an overtime basis. Grant funding obtained from the State of California's Office of Traffic Safety offset these expenditures. The Department also made presentations on pedestrian safety at all of our elementary schools in San Bruno. The program received a recognition award from the Office of Traffic Safety. While sometimes these efforts are difficult to measure, the number of injury collisions in San Bruno dropped by 19% when compared to the previous year.

### **EXPENDITURES**

Personnel costs comprise approximately 71% of the Police Department's operating budget with the remaining expenditures for operations and professional services. The Department will use overtime to fund officers during court appearances, bicycle patrols, specialized traffic enforcement, and increased patrols that will target criminal street gang activity. Training plays a significant role for personnel at the Department, and in many cases is required by the State of California's Commission on Peace Officer Standards and Training. Officers continuously train in a variety of subject matters in order to meet state mandates.

As a service level enhancement for 2007-08, the Department is proposing a reorganization of its command structure by implementing three Commander positions that will replace the existing structure of one Captain and two Lieutenants. The Department will add a Support and Community Services Division to supplement the existing Field Operations (patrol) and Administrative Services Divisions. The reorganization also proposes to elevate one Police Officer position in order to create an Administrative Sergeant who will assist with support and administrative duties. The reorganization will streamline operations, maximize efficiency, and enhance employee development without increasing the number of authorized personnel.

The operations portion of the budget includes funding for the replacement of vehicles. The Department has also included a request to expand the use of digital video camera systems installed in marked patrol vehicles. In-car video has proven to be a valuable tool for law enforcement to reduce liability and provide evidentiary value emanating from police contacts. The Department will seek grant funding from the Association of Bay Area Governments (ABAG) to help partially offset the cost of this acquisition.

The outside services portion of the budget funds contractual services that serve the City's needs including school crossing guards, juvenile diversion, alcohol and drug diversion and animal control services. This category also funds expenses associated with prisoner booking fees, legal review of Department policies and procedures, fingerprint clearance, citation processing fees and crime lab fees.

## PERSONNEL

### Personnel Summary

<b>Police Department</b>	
<b>Classification</b>	<b>General Fund</b>
Chief of Police	1.00
Police Captain	3.00
Police Lieutenant	0.00
Police Sergeant	8.00
Police Officer	36.00
Executive Assistant	1.00
Records/Dispatch Supervisor	1.00
Public Safety Dispatcher I/II	7.00
Police Clerk II	5.00
Community Services Officer	4.00
<b>Total</b>	<b>66.00</b>

In addition to staffing police services in San Bruno, the Department is also able to temporarily deploy personnel to participate in regional task force efforts. This includes the San Mateo County Gang Task Force (GTF), and the San Mateo County Narcotics Task Force (NTF). In addition to the tremendous benefit associated with regional law enforcement efforts, personnel assigned to these agencies bring an enhanced level of service to the City San Bruno and acquire career skills for professional development. The Police Department currently has one supervisor assigned to the Narcotics Task Force for which the City receives partial reimbursement for salary and benefits. In 2007, the Department was able to take advantage of a grant-funded position, which provides salary and benefit reimbursement for a second agent assigned to the Narcotics Task Force.

A police officer position assigned to traffic enforcement is currently funded by the State of California Citizen's Option for Public Safety grant program. The Department also has one police officer position assigned to the School Resource Officer program, which is partially funded (one-third) by the San Mateo Union High School District.

### 2006-07 ACCOMPLISHMENTS

- ✓ Increased the number of calls for service including officer initiated activity to over 31,700 in 2006. Officers generated 39% of this activity. Officer activity and calls for service increased by 4% when compared to 2005.
- ✓ Participated in the multi-jurisdictional San Mateo County Gang Task Force aimed at reducing criminal street gang activity.
- ✓ Conducted specialized patrols in those locations frequented by criminal street gang members.

- ✓ Continued collaboration with local faith-based community leaders, the Peninsula Conflict Resolution Center, and the San Mateo County Probation Department to reduce violence and gang participation among our youth.
- ✓ Partnered with the San Mateo Union High School District to fund a School Resource Officer position for the campuses of Capuchino and Peninsula High Schools.
- ✓ Conducted drug / alcohol abuse prevention assemblies to 7<sup>th</sup> and 8<sup>th</sup> grade students at Parkside Intermediate School, including a gang awareness component.
- ✓ Partnered with the Department of Alcoholic Beverage Control to target establishments that provide alcohol to minors.
- ✓ Conducted three sobriety checkpoints that educated over 2,400 drivers on the dangers of driving under the influence.
- ✓ Hosted the countywide “Avoid the 23” driving under the influence enforcement campaign on New Years weekend for 2007.
- ✓ Increased arrests for driving under the influence by 24% when compared to the previous year.
- ✓ Participated in a seatbelt enforcement campaign that when concluded, increased seatbelt usage in the City to 92%.
- ✓ Joined with other San Mateo County law enforcement agencies, under a grant from the Office of Traffic Safety, to supplement our local efforts and participate in a countywide task force targeting DUI and seatbelt violations.
- ✓ Implemented the “Stop, Look and Wave” program that focused on pedestrian safety at the elementary and middle school level. The program received an Achievement Award from the State of California, Office of Traffic Safety.
- ✓ Experienced a 19 % reduction in the number of injury collisions when compared to the previous year.
- ✓ Implemented a customer survey instrument where 92% of those returned rated police service as “very good” or “excellent.”
- ✓ Developed and initiated education and enforcement programs to reduce the use of illegal fireworks.
- ✓ Completed upgrades to the Department’s 9-1-1 system to provide mapping of 9-1-1 cellular calls.



## **2007-08 GOALS & OBJECTIVES**

- ❑ Continue to participate with state and local law enforcement agencies to reduce criminal street gang activity in San Mateo County.
- ❑ Continue to curtail the use of illegal fireworks through an education and enforcement campaign in the weeks leading up to and through July 4, 2007.
- ❑ Continue with survey instruments designed to solicit community feedback on the level of satisfaction with essential police services.
- ❑ Continue to seek grant funding designed to enhance the Department's ability to provide essential police services.
- ❑ Develop enforcement strategies to reduce vehicle code violations that lead to injury collisions.
- ❑ Work with the other City departments to combat conditions that lead to blight and reduce the quality of life in surrounding neighborhoods.
- ❑ Partner with Code Enforcement and work with local business to quickly eradicate graffiti and develop enforcement strategies to apprehend those responsible.
- ❑ Recruit and retain qualified personnel to fill employment vacancies and maintain an atmosphere where members take pride in the Department and the service they provide to the community.
- ❑ Develop and implement a mentoring program for succession planning in the Police Department.
- ❑ Provide personnel with the necessary tools and training to enhance service levels and the quality of work.
- ❑ Implement a departmental reorganization to streamline operations and provide improved service to the community.

## Value Statement

Members of the San Bruno Police Department are dedicated to the community we serve and to our fellow employees. We believe in and are committed to the following values:

- ❑ **Honesty and Integrity** are the fundamental building blocks on which credibility and trust are established with both the community and our peers. We will:

Consistently perform and behave in such a way that we exemplify the Law Enforcement Code of Ethics and are recognized for our commitment to ethical conduct and high professional standards.

- ❑ **Innovation** is key to remaining viable with limited resource in today's competitive environment. We will:

Explore and implement technologies that will assist us in the efficient delivery of law enforcement services and reward those employees who define problems and develop usable solutions to address them.

- ❑ **Communication** is the life blood of any organization. Honest, frequent interaction is the basis for establishing good working relationships and critical for team building. We will:

Promote good communications among all employees by creating and maintaining an environment which fosters loyalty and openness in sharing thoughts and ideas without fear of reprisal.

Listen to others when they talk. Interpersonal communications require patience and good listening skills. We recognize that informal communication is often more effective in resolving problems or concerns.

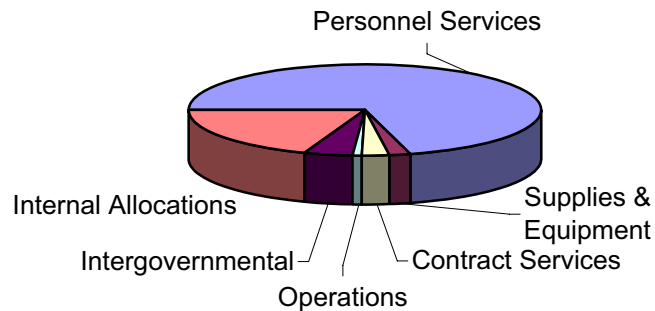
Strive to be approachable and sensitive to changing demographics. We will encourage each other to extend this relationship to the community, enabling us to better communicate with those we serve.

- ❑ **Quality Service** occurs when an organization is committed to excellence in every task or assignment. Providing such service requires dedication to personal development and high professional standards. We will:

Provide a work environment that encourages all employees to better themselves through formal education and professional training.

Produce the highest quality work product through teamwork that fosters confidence and respect for each other and the community we serve.

## Police Department 2007-08 Proposed Budget



	2007-08 Request	Percent of Total
Personnel Services	\$8,191,253	71%
Supplies & Equipment	211,375	2%
Contract Services	302,000	3%
Operations	91,000	1%
Intergovernmental	513,490	4%
Internal Allocations	2,237,376	19%
<b>Grand Total</b>	<b>\$11,546,494</b>	<b>100%</b>

PERSONNEL SERVICES	BUDGET REQUEST	DESCRIPTION
101 FULL-TIME SALARIES	\$5,089,322	Base salary and incentives for all department personnel, sworn and non-sworn, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
111 CASUAL/TEMPORARY SALARIES	163,000	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
120 OVERTIME PAY	514,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
200 EMPLOYEE BENEFITS	2,385,931	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, uniform allowance, management leave buyout, pay in-lieu of holidays.
290 CONTRACT STAFF	39,000	Staff services provided procured from another agency, company, or temporary staffing services.
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$8,191,253</b>	

SUPPLIES & EQUIPMENT	BUDGET REQUEST	DESCRIPTION
301 OFFICE SUPPLIES	\$40,000	Supplies, materials and services related to the operation of the Police Department. This includes the preparation of reports, evidence supplies to process crime scenes, secure destruction of documents, and the preparation of detailed investigations that are forwarded to the District Attorney's office and other interested parties.
302 COPIER CHARGES	3,000	Maintenance fees and toner for copier machine.
311 GAS & OIL	74,000	Fuel for Police Department fleet of 32 vehicles.
313 UNIFORMS/SAFETY EQUIP	20,000	Safety equipment and uniforms for sworn peace officers, reserve officers and specified non sworn personnel. Also covers non sworn uniform cleaning costs as specified by MOU.
350 TOOLS & EQPT. -\$25K	72,375	2 replacement police cars (\$41,500); In-car video recording equipment - 4 cars (\$24,000); Riot helmets (\$6,875)
351 OFFICE EQPT. / FURNISH	2,000	Replace 4 high-use chairs.
<b>SUBTOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$211,375</b>	

CONTRACT SERVICES	BUDGET REQUEST	DESCRIPTION
401 PROF SERVICES	\$29,000	Provides the processing and collection of fines related to all parking citations issued by officers.
409 OTHER SERVICES-MISC	59,600	NPFA Juvenile Diversion, (\$42,000); Peninsula Conflict Resolution Center, (\$6,240); CORA, (\$4,655); towing fees, (\$2,705); Police canine veterinary services, (\$2,000); legal review - general orders, (\$2,000)
411 COMMUNICATIONS	49,000	Telephone and fax line coverage for 26 cell phones, 41 telephones and radio line communication including 911 lines.
412 POSTAGE	4,900	Postage costs for department correspondence.
421 VEHICLE MAINT	500	Services and supplies necessary to maintain fleet, including carwashes.
461 UTILITIES	81,000	Gas, electrical and water costs for police facility.
471 OFFICE EQUIPMENT MAINT.	10,000	Supports 41 PC's, 14 laptops, 21 printers, typewriters, fax machines and other related equipment.

**Contract Services (Cont.)**

472 NETWORK SYSTEM MAINT.	68,000	Software maintenance for the various data systems in the Police Department. This includes records management, 911 and CAD equipment, document imaging, voice recording, and electronic fingerprint and photo capturing systems.
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<b>SUBTOTAL CONTRACT SERVICES</b>	<b>\$302,000</b>
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OPERATIONS	BUDGET REQUEST	DESCRIPTION
502 MEETINGS & CONF.	\$9,000	Job related meetings and conferences including San Mateo County Training Managers, Cal Chiefs, CPOA, SMPCSA, Hitech, and other professional related seminars.
503 PUBLICATIONS & SUBSCRIPTIONS	5,000	Job related publications to include Penal and Vehicle Codes, Legal Sourcebook, Cross Directories and Physicians Desk Reference.
505 STAFF TRAINING	53,000	Staff training to meet state mandates by POST that includes basic academy, supervisory enhancement courses, SWAT, firearms, and emergency preparedness courses.
508 MANAGEMENT/ PROFESSIONAL DEVELOPMENT	7,000	Department head and 12 mid-management employees.
509 TUITION REIMBURSE.	7,000	Funding for 4 employees attending college coursework that is eligible for reimbursement.
513 MEDICAL EXAMS	7,000	Funds forensic examinations for sexual assault victims.
521 INVESTIGATIONS	3,000	Investigative services such as pubic information database, confidential informants and travel expenses related to out of town investigations.
<b>SUBTOTAL OPERATIONS</b>	<b>\$91,000</b>	

INTERGOVERNMENTAL	BUDGET REQUEST	DESCRIPTION
541 COUNTY SERVICE CHARGES	\$395,990	Services provided by the County including animal control services (\$234,176), probation services (\$14,000), crime lab fees (\$71,500), allocation of parking fines (\$55,000), fingerprint processing fees (\$14,814), and Fourth of July enforcement (\$6,500).
542 RADIO MAINTENANCE	63,500	County fees for access to the various law enforcement databases. This account also funds maintenance for police two-way communication system.
544 BOOKING FEES	53,500	Prisoner booking fees (\$5,700) and fees paid to First Chance (\$47,800) as an alternative site for drug and alcohol influence related arrests.

***Intergovernmental (Cont.)***

551 SOBRIETY TESTS	500	Provides for blood draws on suspects arrested and held at the station.
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<b>SUBTOTAL</b>	<b>\$513,490</b>	
<b>INTERGOVERNMENTAL</b>		

INTERNAL ALLOCATIONS	BUDGET REQUEST	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$487,531	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADMIN ALLOC.	1,148,645	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	136,179	Allocation of services provided by the Buildings & Facilities Internal Service including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	88,282	Allocation of services provided by the Technology Support Internal Service including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
578 CENTRAL GARAGE ALLOC	226,767	Allocation of services including maintenance and repair of the City's rolling-stock, administration of rolling stock purchases, and management of contract repair of rolling stock as necessary.
579 EQUIPMENT RESERVE	149,972	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
<b>SUBTOTAL INTERNAL ALLOCATIONS</b>	<b>\$2,237,376</b>	
<b>GRAND TOTAL</b>	<b>\$11,546,494</b>	

## SERVICE LEVEL ENHANCEMENT

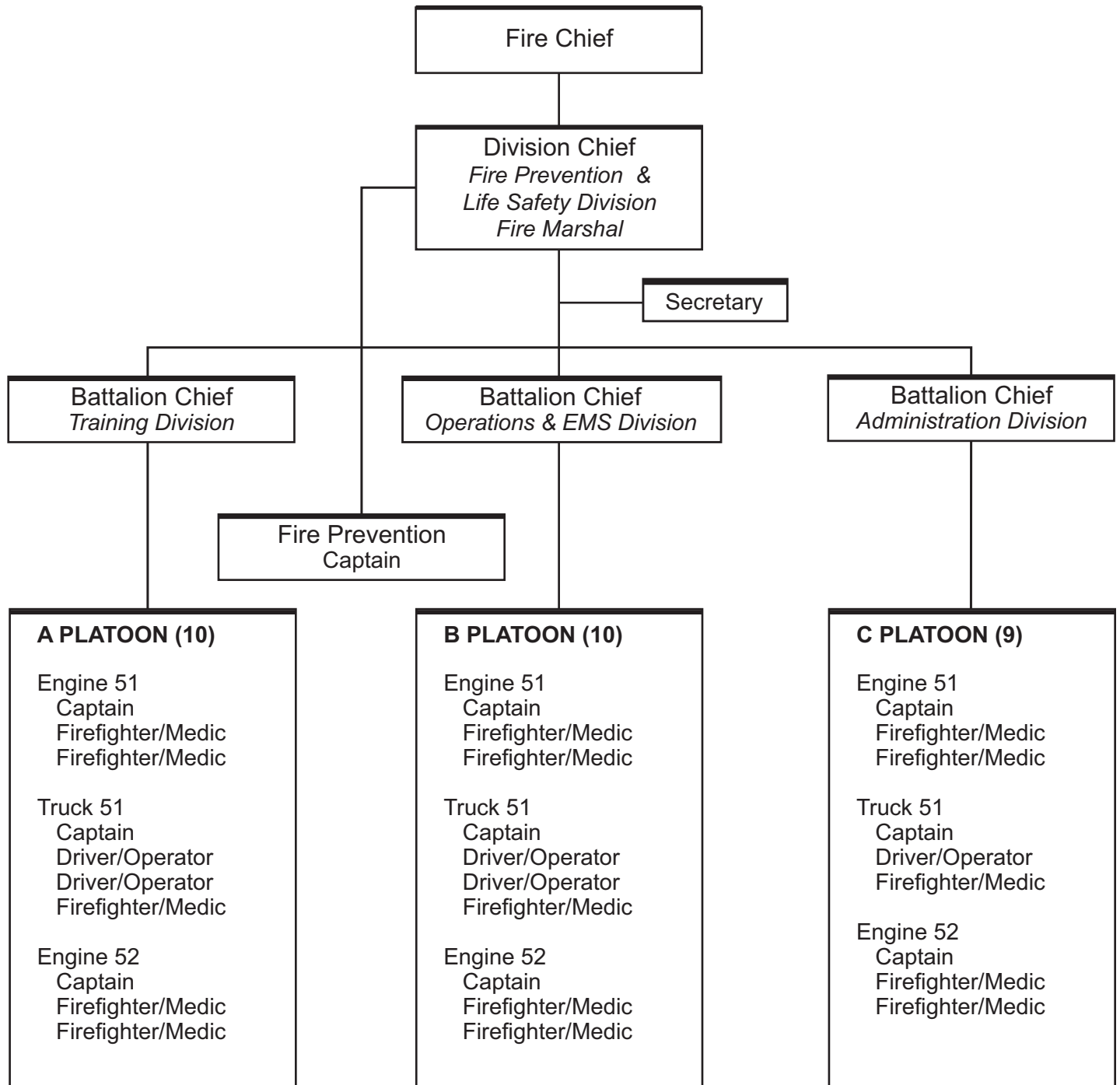
SERVICE LEVEL DESCRIPTION	TOTAL ADDITIONAL COST
<b>Police</b> Police management reorganization resulting in three reclassified Police Commander positions, replacing one vacant Police Captain position and two staffed Police Lieutenant positions.	\$69,000

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## **FIRE DEPARTMENT**

# FIRE DEPARTMENT



## FIRE DEPARTMENT

*The San Bruno Fire Department provides protection of health, life and property through programs in fire prevention, public education, advanced life support, community preparedness and fire suppression activities.*

### PROGRAMS

The San Bruno Fire Department provides for the protection and public safety of the community 24 hours a day, seven days a week, through five major programs. These programs include the following:

- **ADMINISTRATION**  
Supports the day-to-day management of department personnel, apparatus and fire stations. Also provides planning and budget allocation for resources, equipment, training, and community preparedness.
- **OPERATIONS**  
Provides apparatus and equipment for emergency responses to medical, fire, hazardous material and rescue incidents. Oversees maintenance of stations, apparatus, and personal protective equipment
- **TRAINING/EMERGENCY MEDICAL SERVICES (EMS)**  
Maintains record keeping and documentation of EMS and fire-based training. Also provides standardization in delivery of services and assures compliance with mandated training requirements.
- **FIRE PREVENTION/ LIFE SAFETY**  
Provides enforcement of appropriate codes and ordinances, plan checks, inspections, public education, and fire cause and origin investigation.
- **COMMUNITY PREPAREDNESS**  
Supports the City's disaster preparedness program by maintaining a current emergency operations plan and a functional emergency operations center, coordinates and participates in training and emergency drills, and provides public education materials.

### PRIORITY FOCUS

The Fire Department provides priority services in a number of areas. These priority services include fire prevention and public education, emergency responses, training for City employees, and management and support of disaster preparedness activities.

The Fire Department supports a strong economic base to promote economic vitality through the Fire Prevention Division. Inspections of all multi-unit dwellings to include apartments, motels, hotels and lodging houses are completed annually. Through this program, the fire/life safety in occupancies where visitors to the community stay and where property owners have investment properties is ensured. Additionally, the fire/life safety of the community is improved in apartment buildings that have operable smoke alarms and fire extinguishers. Inspections of all assembly occupancies such as bars and restaurants, service stations and dry cleaners are also completed. In 2006-07 the department initiated inspections of auto repair garages and body shops. The inspections have been completed with a positive impact on the San Mateo Avenue and Montgomery Avenue areas where the majority of these businesses are located. This annual inspection program will be continued in 2007-08. Businesses have eliminated hazards that could result in fires by complying with these inspections. This compliance

promotes business vitality, with less likelihood of a fire causing a business to close down or be inoperable for a long period of time. The Department has expanded the Fire Prevention Division by assigning a Fire Captain from suppression to fire prevention on a permanent basis. The fire prevention services required for new development are met through timely plan review, consultation, inspection and enforcement of applicable codes and regulations.

The Fire Department provides emergency responses for fire suppression, medical incidents, vehicle accidents and rescues, as well as public assist calls. The department is part of the San Mateo County Advanced Life Support (ALS) Joint Powers Authority (JPA) for emergency responses. This plan provides for response of the closest resource to an incident regardless of jurisdiction or City boundaries. The department has worked cooperatively with the Millbrae Fire Department over the past two years to enhance the service delivery for emergency responses in both communities. Shared Battalion Chief coverage and standardized truck company responses have provided better emergency capabilities for both jurisdictions. The department also responds to hazardous materials incidents and utilizes the services of the San Mateo County Office of Emergency Services and the Belmont-San Carlos Fire Department to mitigate these incidents when they require additional resources. Costs for these services have increased to all jurisdictions in the County to cover administrative and supervisory services associated with managing this excellent resource. However; this program remains a very cost effective means for the department to manage a low frequency/high hazard type of emergency.

The Fire Department strives to attain excellence in service delivery through a well trained, professional staff using advanced technology such as thermal imaging cameras. The department's paramedic program is a leader in San Mateo County for the level of expertise and care provided by emergency responders. All fire department apparatus, including Truck 51, are paramedic staffed. Firefighters also change batteries and install smoke detectors in single-family dwellings on a regular basis as part of a Smoke Alarm Program developed in 2006.

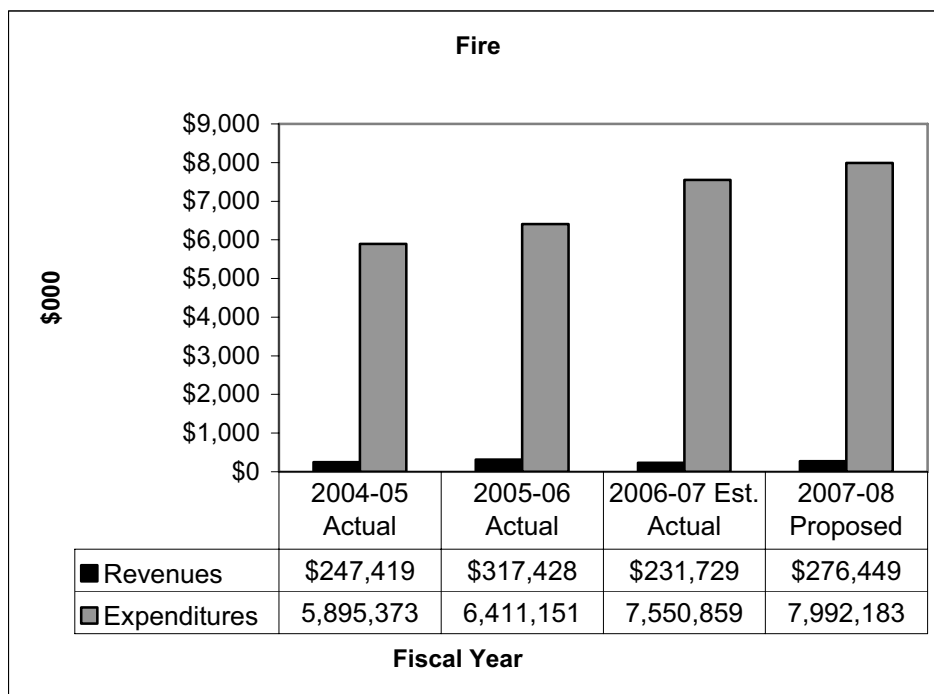
In the area of fire prevention, the department provides priority services for plan checks, pre-construction consultations, inspections and compliance with health and safety codes. This division within the department provides support for development activities within the City and works cooperatively with the Community Development Department. A priority for this fiscal year will be the continued annual inspections of auto repair businesses, auto body shops and assembly occupancies for compliance with appropriate codes. Efforts for a cooperative approach to plan reviews and inspections will be continued, as will the use of the Development Review Team. Additionally, the Department will continue enhanced education and enforcement efforts for the 2007 fireworks season. Public education efforts will also involve the annual Fire Poster Contest, station tours, school visits and presentations to seniors and neighborhood groups.

The department provides training for City employees in CPR and basic first aid as well as mandated disaster preparedness training. For the 2007-08 fiscal year training will also involve Automatic External Defibrillator (AED) orientation and fire extinguisher and emergency evacuation procedures for all employees. The department will also oversee additional training for City personnel involved with Emergency Operations Center (EOC) positions. The Fire Department provides support for the Community Preparedness Committee and is involved with activities such as community outreach, presentations at community events and disaster planning with elderly care facilities.

## **PROGRAM RESOURCES**

The Department's programs require expenditures of \$7,992,183 and a staff of 36 full time employees. Additionally the Department utilizes shared services through the ALS JPA for the delivery of paramedic

services including emergency dispatch services. Cost recovery is utilized in the Fire Prevention Division through the Master Fee Schedule for plan review, consultations, inspections and code enforcement.



### REVENUES

The Fire Department's revenues are derived from two sources. The first source is partial reimbursement of costs for the Department's participation in the San Mateo County Pre-Hospital Joint Powers Authority (JPA). This JPA program partially supports the Department's paramedic services and advanced life support capabilities. The Department receives reimbursement through this contract for two paramedic engine companies and nine paramedic firefighters. The Department currently assigns eighteen personnel as paramedics. The Department also supports a paramedic truck company due to the call volume and type of calls in San Bruno. There was a decrease in this reimbursement in fiscal year 2006-07 due to an accounting change by the JPA, instituted after the budget was approved by City Council. Previously, dispatch costs were billed to each participating agency and this method was modified in 2006-07. Rather than billing for dispatch costs, these costs were deducted from revenues received by each participating agency. There was therefore a net decrease in revenues of \$57,456 but also a net decrease in dispatch costs in the same amount of \$57,456.

The second major source of revenue is through a cost recovery program for Fire Prevention services. Cost recovery formulas are based on actual costs including administrative and clerical support. Plan checks, pre-construction consultation, inspections, fire protection system inspections and fire code permits are all examples of services the Department provides to ensure the life safety of the community. In order to support this objective, the Department utilizes a cost recovery program based on the fire prevention services used by specific contractors, developers and homeowners.

## EXPENDITURES

As in prior years, the Department's expenditure appropriation is approximately 80% for personnel costs. Approximately 20% is appropriated for non-personnel operations and training. The largest expenditures in the non-personnel category include the Department's equipment replacement fund, contract services, tools and equipment, vehicle maintenance and personal protective equipment. These expenditures allow the department to provide emergency responses in well-maintained apparatus, with well-trained personnel utilizing appropriate tools while protected with mandated safety gear and personal protective equipment. The remaining share of the operating budget accommodates supplies, services, and internal service allocations.

The department has been utilizing contract services with other agencies as a cost-effective means to provide mandated training and certifications for personnel and equipment. Program costs would be substantially greater in these areas if the fire department attempted to complete them on a stand-alone basis. Examples of these contract services include: Emergency Medical Services Training Program, Fire/Rescue Training Program, ALS Supervisor Services and Respiratory Fit Test Program. These programs have been very beneficial in the training of paramedic and emergency medical technician personnel, as well as in fire operations and coordination with neighboring agencies.

The department has established a program with the Millbrae Fire Department to share battalion chief and truck company services. The program is successful in meeting emergency response criteria in both agencies and in providing an alternative to the cross-staffing program at Station 51 to meet budget reduction targets. Continuing this program is proposed to allow the department to reduce the reliance on cross-staffing as the primary method to meet budget deficit targets, while at the same time keeping fire stations open and fully staffing the department on a consistent basis.

## PERSONNEL

### Personnel Summary

<b>Fire Department</b>	
<b>Classification</b>	<b>General Fund</b>
Fire Chief	1.00
Division Chief	1.00
Battalion Chief	3.00
Captain	10.00
Firefighter	20.00
Secretary	1.00
<b>Total</b>	<b>36.00</b>

The largest share of the Department's total operating budget at 80% is personnel. The Administration program comprises the Fire Chief and Secretary. The Fire Prevention program comprises one Division Chief assigned as the Fire Marshal and one Fire Captain assigned as an inspector. The Battalion Chief serves as platoon commander and as the Operations Chief. The remaining twenty-nine personnel are divided equally among three platoons in order to provide emergency response capabilities 24 hours a day, 365 days a year. Nine Captains are divided among the three platoons and are responsible for first

line supervision at each station and on engine and truck companies. The twenty Firefighters are also divided among the three platoons. They staff stations and engine and truck companies under the supervision of the Captains. These line personnel deliver the main focus of department operations, the emergency responses. Additional service delivery by line personnel includes fire prevention inspections and public education presentations.

## **2006-07 ACCOMPLISHMENTS**

- ✓ Improved Fire and EMS training program through task force scheduling and coordination with neighboring jurisdictions
- ✓ Improved record keeping, data administration and documentation through enhanced use of SunPro Records Management System
- ✓ Expanded role of engine and truck companies in code enforcement, especially related to weed abatement and graffiti reporting through use of 10-day notice forms
- ✓ Implemented GIS Mapping Program with updated maps, response manuals and CAD interface
- ✓ Completed agreements for two-year trial program to share battalion chief and truck coverage with the Millbrae Fire Department
- ✓ Obtained a Department of Homeland Security, Assistance to Firefighters Grant
- ✓ Continued active community outreach and education program regarding fireworks safety for the 2006 fireworks season.
- ✓ Completed training for all City employees in the newly mandated National Incident Management System (NIMS) for disaster response

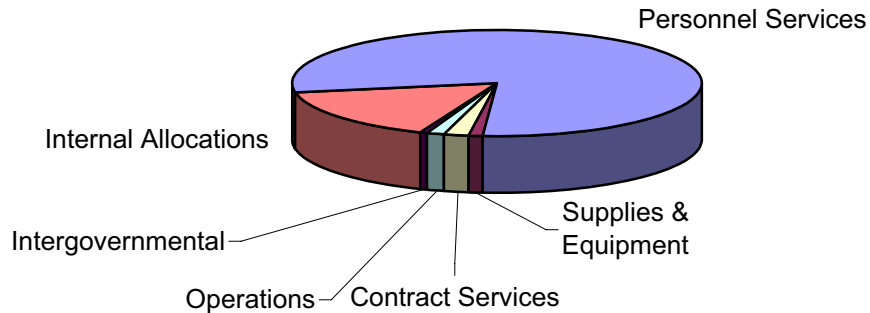
## **2007-08 GOALS & OBJECTIVES**

- ❑ Evaluate all shared services programs with expiration terms in 2008
- ❑ Continue training program through task force training and coordination with neighboring jurisdictions
- ❑ Expand administrative capabilities through enhanced use of SunPro records and information system
- ❑ Continue role of engine and truck companies in company inspections and code enforcement
- ❑ Expand GIS Mapping Program for disaster preparedness and emergency responses through addition of layers involving City infrastructure

- ❑ Develop complete set of standardized operational policies and procedures for the Department
- ❑ Continue active community outreach and education program regarding fireworks safety for the 2007 fireworks season.
- ❑ Assure training for all City employees in National Incident Management System (NIMS) for disaster response, fire extinguisher training and emergency evacuation training
- ❑ Complete update to Emergency Operations Plan and provide training for City EOC staff



### Fire Department 2007-08 Proposed Budget



2007-08		
	PROPOSED	PERCENT OF TOTAL
Personnel Services	\$6,297,472	79%
Supplies & Equipment	106,026	1%
Contract Services	149,600	2%
Operations	106,800	1%
Intergovernmental	50,000	1%
Internal Allocations	1,282,285	16%
<b>Grand Total</b>	<b>\$7,992,183</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$3,848,915	Base salary and incentives for all department personnel, sworn and non-sworn, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
120 OVERTIME	565,100	Overtime pay in accordance with the applicable MOU. Overtime pay is subject to Medicare and FICA employer contributions, where applicable.
200 BENEFITS	1,883,457	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, uniform allowance, pay in-lieu of holidays, acting pay, & other pay.
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$6,297,472</b>	

SUPPLIES AND EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$5,500	Supplies needed for daily operations.
311 GAS & OIL	31,226	Allocation of fuel used by division's vehicles, gas and diesel. Vehicles include: fire trucks, Chief's sedan.
312 JANITORIAL SUPPLIES	4,500	Supplies needed for daily operations at fire stations including cleaning materials, paper goods, mops and brooms.
313 UNIFORMS/SAFETY EQUIP	19,200	Personal protective equipment repair and replacement (\$7,000); Mandated cleaning of structural firefighting and medical gear (\$8,000); 3 sets of turnout gear for replacement sets (\$3,000); Miscellaneous rescue harnesses, rope and supplies (\$1,200).
317 FIRE PREVENTION	3,000	Supplies for: fire inspection forms (\$500), annual poster contest (\$400), fire investigations (\$300), public education materials (\$1,200); six cameras - one for each apparatus to document incidents and inspections (\$600).
331 BLDG, YARD, SHOP SUPPLIES	6,000	Supplies for oxygen used on medical calls (\$1,000); Disposal of medical/biological waste (\$2,000); Certification of fire extinguishers in station and on apparatus (\$1,000); Supplies for station repairs and maintenance (\$2,000).
344 COMMUNITY PROGRAMS	3,500	Brochures (\$1,500) and handouts (\$2,000) for community events.
350 TOOLS & EQUIP	28,600	Replacement batteries for radios (\$1,200) ; misc. bags/parts and replacements for medical gear bags (\$3,000); cutters for Homatro extrication equipment (\$6,000); replacement of worn or damaged hose (\$3,000); two floating fire pumps for mobile firefighting utilizing pools and reservoir (\$5,500); addition of two defibrillator units (\$3,000); flashlights, nozzles, fittings and foam (\$4,000); misc. tools and replacements (\$2,900).
351 OFFICE EQPT./FURNISH	4,500	Copier lease at Station 51 (\$4,300) ; misc. office equipment (\$200).
<b>SUBTOTAL FOR SUPPLIES &amp; EQUIPMENT</b>	<b>\$106,026</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
409 OTHER SERVICES-MISC	\$149,600	Department fitness program at the GAP, through Fitness One (\$3,600); ground ladder and aerial ladder testing to maintain mandated certifications (\$2,500); breathing air support unit for multi-alarm fires and hazmat incidents (\$1,500); shared EMS training program (\$50,000); shared ALS JPA Supervisor (\$36,000); respiratory protection program fit testing for SCBA masks (\$2,000); shared fire/rescue based training program (\$54,000).

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$21,700	Phone lines for Station 52, Emergency Operations Center and department cell phones (\$19,000); station alerting systems (\$2,700).
412 POSTAGE	800	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
421 VEHICLE MAINTENANCE	45,000	Parts to maintain department apparatus (\$8,500); tires (\$9,000)and batteries (\$2,200) for fire apparatus; shop for major apparatus repairs (\$20,500); misc. parts and supplies (\$4,800).
461 UTILITIES	20,000	Electric and gas utility charges for: Station 51 & Station 52.
471 OFFICE EQUIPMENT MAINTENANCE	600	Repair department office equipment.
501 DUES & MEMBERSHIPS	\$1,500	Fire service professional organizations such as: Ca. Fire Chief's Assn. (\$150), Northern Ca. Fire Mechanic's Assn. (\$100), San Mateo County Fire Chief's Assn. (\$400), Northern Ca. Training Officer's Assn. (\$100), San Mateo County Training Officer's Assn. (\$250), National Fire Protection Assn. (\$100), San Mateo County Fire Prevention Officer's (\$50), Ca. Emergency Services. Assn. (\$125), Ca. Assn. of Arson Investigators (\$125), International Assn. Of Arson Investigators (\$50), Northern Ca. Fire Prevention Officers (\$50).
502 MEETINGS/CONFERENCES	5,000	Fire service professional organizations such as: California Fire Chief's Conference (\$1,000), Fire Instructor's Workshop (\$1,200), Fire Mechanic's Academy (\$2,200), California Specialized Training Institute Disaster Preparedness (\$600).
503 PUBLICATIONS & SUBSCRIPTIONS	3,500	Trade journals such as Fire Engineering, Firehouse, NFPA News & OnScene (\$900), International fire code journals (\$2,000), San Mateo County Paramedic Protocol Updates (\$600).

**Operations (Cont.)**

505 STAFF TRAINING	6,000	Specialized classes in technical training such as confined space & trench rescue (\$2,000), incident command (\$2,000); Management classes for company officers & chief officers (\$2,000).
508 MGMT.PROFESS.DEVEL.	1,500	Reimbursement for 1 dept. head and 1 public safety mid-manager, in accordance with MOU.
509 TUITION REIMBURSE.	1,200	Reimbursement per MOU for 2 personnel pursuing Bachelor's degrees.

<b>SUBTOTAL FOR OPERATIONS</b>	<b>\$106,800</b>
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INTERGOVERNMENTAL	PROPOSED BUDGET	DESCRIPTION
541 COUNTY SERVICE CHARGES	\$43,000	Office of Emergency Services and County HazMat Program.
542 RADIO MAINTENANCE	7,000	Station and apparatus radio maintenance.
<b>SUBTOTAL FOR INTERGOVERNMENTAL</b>	<b>\$50,000</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$347,279	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADMIN. ALLOC.	664,168	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	23,251	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	47,616	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
579 TRF.TO CAPITAL/RES. FUND	194,307	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
596 ENERGY DEBT ALLOC.	5,664	Allocation of lease-purchase debt service for improved energy efficiency at City buildings and facilities.
<b>SUBTOTAL FOR INTERNAL ALLOCATIONS</b>	<b>\$1,282,285</b>	
<b>GRAND TOTAL</b>	<b>\$7,992,183</b>	

## **PUBLIC WORKS DEPARTMENT**

ADMINISTRATION & ENGINEERING DIVISION

SOLID WASTE DIVISION

STREETS MAINTENANCE DIVISION

WATER SUPPLY DIVISION

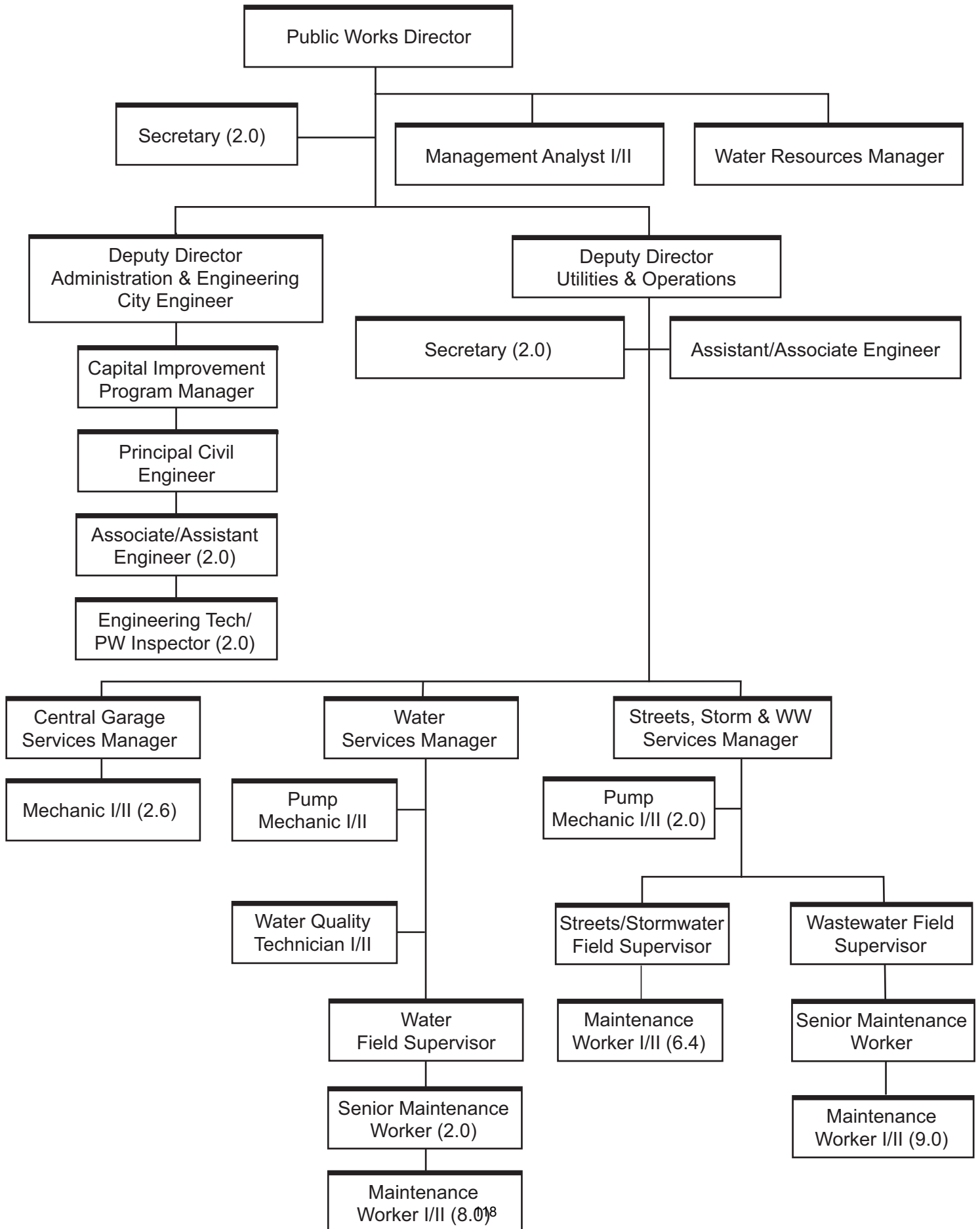
WATER DISTRIBUTION DIVISION

WASTEWATER DIVISION

STORM WATER DIVISION

CENTRAL GARAGE DIVISION

# PUBLIC WORKS DEPARTMENT



## **PUBLIC WORKS**

### **DEPARTMENT**

The Public Works Department manages and operates City of San Bruno capital assets valued at over \$500 million and develops, administers and applies environmental health and safety programs to ensure that citizens and businesses in the community may thrive and prosper. The Department is organized into two operational units: Administration and Engineering, which consists of Administration & Engineering and Solid Waste divisions; and Utilities and Operations which consists of Streets Maintenance, Water, Wastewater, Storm Water and Central Garage divisions, in order to deliver the following programs:

### **PROGRAMS**

- **CAPITAL IMPROVEMENTS PROJECT DEVELOPMENT AND IMPLEMENTATION**  
Identify, plan, finance, design, construct, inspect and provide oversight for projects to construct, rehabilitate and enhance capital assets, facilities, and utility infrastructures in a professional, timely and cost effective manner.
- **DEVELOPMENT REVIEW AND OVERSIGHT**  
Establish and apply policies and standards for subdivision of property, construction of infrastructure facilities and improvements on private property and within public rights-of-way that ensure public health safety and welfare.
- **TRANSPORTATION SAFETY AND PARKING COMMITTEE**  
Provide technical and administrative support to Transportation Safety and Parking Committee (TSPC) and conduct monthly meetings to enable the TSPC to engage the community and provide leadership on transportation and parking related issues.
- **WATER SUPPLY AND DISTRIBUTION**  
Produce, procure, treat and deliver potable and fire protection water to approximately 12,000 customers and manage, operate and maintain wells and water distribution system in a safe, efficient and cost effective manner.
- **STREETS, WASTEWATER & STORM WATER SYSTEM OPERATIONS AND MAINTENANCE**  
Manage, operate and maintain streets and traffic control devices, street lights, sidewalks, wastewater sewers, pump stations, treatment plant, storm water drains and pump stations in a safe, efficient and cost effective manner.
- **FLEET MANAGEMENT AND MAINTENANCE**  
Manage, and maintain fleet of non-Fire vehicles and major equipment necessary to conduct municipal business in a professional, efficient, and cost effective manner.

## **PUBLIC WORKS - ADMINISTRATION & ENGINEERING DIVISION**

*To enhance the health, safety and welfare of the public within the City of San Bruno through the professional, competent and cost effective administration in the areas of capital projects, development review, and traffic engineering, consistent with the City's priorities for planned growth, economic development, and repair of City infrastructure*

### **Programs**

The Administration & Engineering Division provides leadership and oversight for all department programs and in addition serves as the professional engineering resource for the City in the areas of design, development review and project management and program administration.

The division prepares and monitors its departmental operations and capital budgets, manages and prioritizes the division of work effort, reviews and resolves personnel matters. This includes a variety of tasks, both routine and special, such as assessment and technical coordination of landslides and other soil movements; archiving of record maps and construction plans; coordinating a program of valley gutter maintenance; easement acquisition and recording; applications and administration for federal, state, and local grant programs; boundary coordination of utilities, streets and other systems with adjoining agencies; and technical assistance for code enforcement and legal actions. The primary services provided include:

- **CAPITAL IMPROVEMENTS PROJECT DEVELOPMENT AND IMPLEMENTATION**  
Identify, plan, finance, design, construct, inspect and provide oversight for projects to construct, rehabilitate and enhance capital assets, facilities, and utility infrastructures in a professional, timely and cost effective manner.
- **DEVELOPMENT REVIEW AND OVERSIGHT**  
Establish and apply policies and standards for subdivision of property, construction of infrastructure facilities and improvements on private property and within public rights-of-way that ensure public health safety and welfare.
- **TRANSPORTATION SAFETY AND PARKING COMMITTEE**  
Provide technical and administrative support to Transportation Safety and Parking Committee (TSPC) and conduct monthly meetings to enable the TSPC to engage the community and provide leadership on transportation and parking related issues.

### **PRIORITY FOCUS**

The Division will continue to maintain the current high priority placed on assisting customers, and developing formally accepted engineering standard drawings, specifications, contract documents, and conditions of approval. The Capital Improvements Program is a crucial service to the City's residents to protect their health and safety. Engineering will redefine customer service to include achievement of CIP goals at an increased rate of repair and replacement expenditure per year. To assure service after a major seismic event or other catastrophe, Engineering will conduct a zero-based management review of planning and readiness to maintain critical public works services. Customer service will be redefined

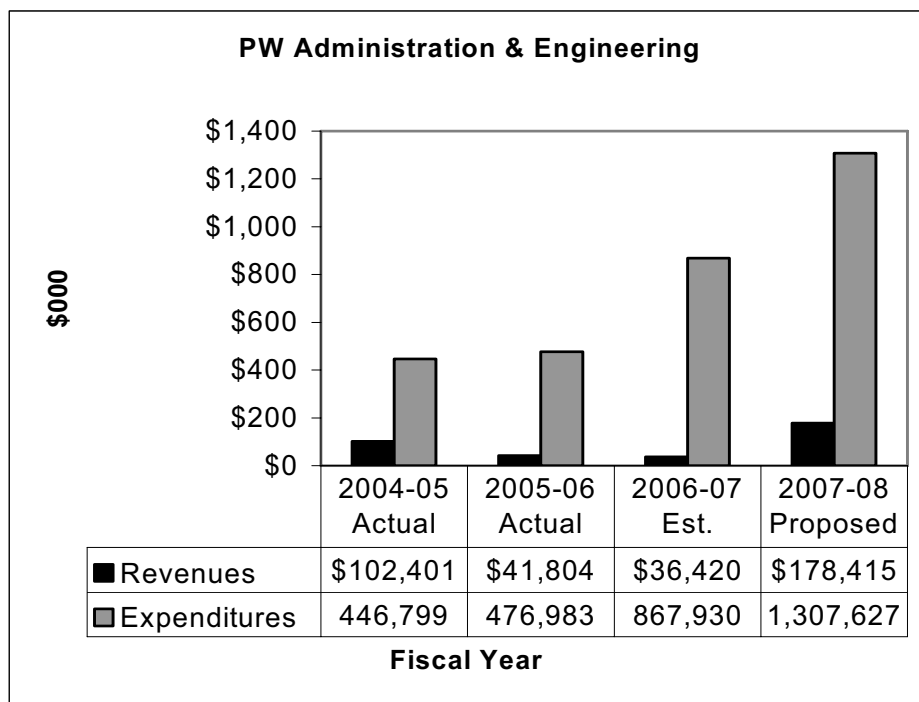


to include other City departments and their staffs as customers who warrant a high degree of timely and excellent work product.

Administration & Engineering Division continues to exercise greater control over City contractors and encroaching private contractors when they work in public right-of-way and other locations that can impact residents. Additionally, the Division will continue to improve utilities and transportation planning for known future developments so that impacts on City systems can be fully and fairly allocated based on rationalized expense criteria; and plan for future-year pavement management studies and capital improvement projects, to repair unsightly and deteriorating street conditions.

## PROGRAM RESOURCES

Delivery of the Engineering Division's core services during fiscal year 2007-08 will require an expenditure budget of \$1,307,627 and personnel resources of 8.75 full time employees which includes an allocation for charge-backs against capital projects for staff time. In addition, the division will recover a fraction of its expenditures through fees for services, and allocations to enterprise funds for time spent on utility-related activities.



## REVENUES

As the general administrative arm of the Public Works Department, Public Works Administration and Engineering receives an allocation from the utility enterprise funds equivalent to 50 percent of total personnel expenditures. The Engineering Division attempts to recover the full cost of the Land Development program through direct fees to program users. Administrative and project management costs incurred for work on capital projects are recovered through charge backs to the capital project budgets. Revenue from charge backs to capital projects in fiscal year 2007-08 is expected to increase compared to 2006-07 due to more aggressive capital improvement programs in the area of water, stormwater and wastewater.

## EXPENDITURES

The Division's expenditure appropriation is split approximately 37% for personnel costs and 3% for operations and professional services. Non-personnel expenditures in this budget are essentially those needed in support of the budgeted employees. Only minor professional services for specialized on-call support in the areas of soil testing, surveying and customer service and teambuilding are requested for 2007-08.

## PERSONNEL

### Personnel Summary

Public Works Department	General Fund		Water Fund		Stormwater	Wastewater Fund	Internal Service	Special Revenue	
Classification	Admin & Eng.	Streets	Supply	Distrib.	Operations	Operations	Central Garage	Solid Waste	Total
Director	0.25	0.15	0.15	0.15	0.00	0.25	0.05	0.00	1.00
Deputy Dir. Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Dir. Utilites	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Water Resources Manager	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
CIP Manager	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Services Manager	0.00	0.25	0.50	0.50	0.25	0.50	1.00	0.00	3.00
Principal Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	0.50	0.00	0.00	0.50	0.00	0.00	3.00
Field Supervisor	0.00	0.75	0.30	0.70	0.25	1.00	0.00	0.00	3.00
Water Quality Tech	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Management Analyst I/II	0.50	0.00	0.25	0.00	0.00	0.00	0.00	0.25	1.00
Engineering Tech	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	1.00	0.00	0.00	2.00	0.00	0.00	3.00
Senior Maintenance Worker	0.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	4.00	2.00	6.00	2.40	8.00	0.00	0.05	22.45
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.60	0.00	2.60
Secretary	2.00	0.25	0.50	0.50	0.00	0.50	0.25	0.00	4.00
<b>Total</b>	<b>8.75</b>	<b>5.60</b>	<b>7.35</b>	<b>10.55</b>	<b>2.95</b>	<b>14.60</b>	<b>3.95</b>	<b>0.30</b>	<b>54.05</b>

The Engineering Division's personnel resources will remain at the same level as the previous budget year. A number of budgeted positions have gone unfilled in the recent past, including CIP Manager, Associate Civil Engineer, and Water Resources Manager. Concerted effort will be made in the coming year to fill these positions, plus the vacant Public Works Director position. Filling the vacant positions will dramatically increase and improve the Division's capability to execute the Capital Improvements Program, development-related review and administration, special tasks delegated by upper management, customer response to the public, and the copious tasking that is the normal business of the Division.

## **2006-07 ACCOMPLISHMENTS**

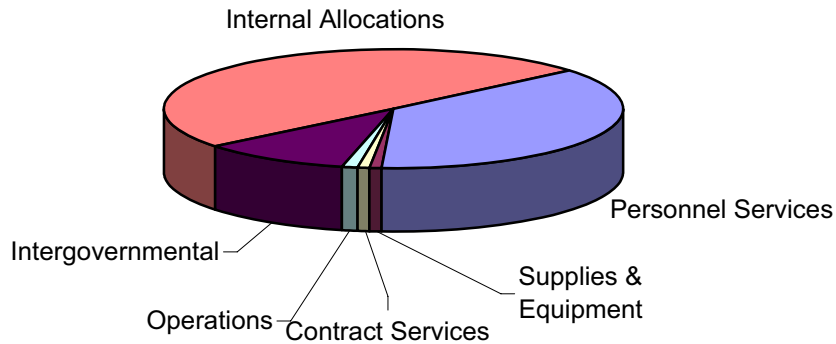
- ✓ Managed and administered capital projects through either design and/or construction management to deliver project on time and within established budget. Project efforts focused on: Rollingwood Relief Sewer Phase I, El Camino Real/Sneath to I-380 Widening, AB 303 Seawater Intrusion Monitoring Wells, Well 15 & Well 18 Rehabilitation, Maple Pump Station Replacement, Traffic Signal at San Bruno Avenue and Shelter Creek.
- ✓ Completed construction and analysis of Cypress Avenue Traffic Calming Pilot and received direction from City Council on next steps to address neighborhood traffic impact issues.
- ✓ Completed reviews for major private developments including Glenview Terrace, Skycrest, Merimont at former Carl Sandburg school site, Treetops, and the Crossing Parcels 3 & 4
- ✓ Provided logistical, technical and administrative support and logistics to Transportation Safety and Parking Committee and conducted ten monthly TSPC meetings. Welcomed and integrated two new committee members into committee to end the fiscal year with all committee seats filled.

## **2007-08 GOALS & OBJECTIVES:**

- Develop plan for the centralized development and delivery of the entire Capital Improvement Program by the Administration & Engineering Division for implementation in fiscal year FY2007-2008, where assigned project managers are accountable for complete delivery of project from project initiation through to final close out and for meeting project objectives of the client/project owner.
- Develop quarterly project status report that communicates project progress in relation to milestones and budget established in the adopted Capital Improvement Program or as defined in initial project milestone schedule. First project report to be published by fourth quarter.

- ❑ Develop and implement customer service survey tool to measure the level of service delivered to both internal and external customer. Survey tool and report to measure outcomes to be implemented by third quarter.
- ❑ Develop and implement process and informational materials for Public Works review and approval of private property development permits and encroachment permits and grading permits that defines the location and status of each review, clearly defines submittal requirements and design standards for applicant, and expectations for Public Works turn around.
- ❑ Work with Transportation Safety and Parking Committee to establish warrants and/or program details for administration of requests for neighborhood traffic calming and parking restrictions.
- ❑ Provide technical and administrative support to City Manager, City Attorney, and Water operation in evaluating potential Conjunctive Use Program and to renegotiate water allocation with Bay Area Water Supply and Conservation Agency (BAWSCA) and San Francisco Public Utilities Commission (SFPUC).

## Public Works - Administration and Engineering 2007-08 Proposed Budget



	2007-08 Proposed	Percent of Total
Personnel Services	\$481,281	37%
Supplies & Equipment	12,500	1%
Contract Services	10,700	1%
Operations	14,450	1%
Intergovernmental	139,350	11%
Internal Allocations	649,346	50%
<b>Grand Total</b>	<b>\$1,307,627</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$794,763	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
122 OVERTIME	2,500	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
167 PROJECT CHARGE BACKS	(546,464)	Engineering staff time to manage Enterprise Fund projects recovering direct salary and benefit charges.
200 EMPLOYEE BENEFITS	230,482	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL FOR PERSONNEL SERVICES</b>	<b>\$481,281</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$3,500	Office supplies for Engineering Division including binders, paper, pens, plan filing supplies, and folders.
302 COPIER CHARGES	1,300	Outside copying of plans and specifications.
311 GAS & OIL	2,700	Fuel charges for three vehicles: Engineering Inspector (2) and Public Works Director.
313 UNIFORMS/SAFETY EQUIP	500	Safety equipment including hard hats, safety shoes, and safety vests.
351 OFFICE EQPT./FURNISH	4,500	Additional cabinet to accommodate plans achieve.
<b>SUBTOTAL FOR SUPPLIES &amp; EQUIP</b>	<b>\$12,500</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROF SERVICES	\$10,500	Response to emergency landslide events (\$3,500); reestablish monument and elevation control where survey control point is damaged by 3rd party construction (\$3,500); customer service survey (\$3,500).
409 OTHER SERVICES-MISC	200	Publication of non-project legal notices.
<b>SUBTOTAL FOR CONTRACT SERVICES</b>	<b>\$10,700</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$4,000	Allocation of local and long distance office telephone charges, 1 dedicated fax and data lines, and 8 mobile phones/pagers.
412 POSTAGE	2,500	Postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
423 TRAVEL/VEHICLE USE	100	Reimbursement for use of personal vehicle or public transit on business purposes.
471 OFFICE EQUIPMENT MAINTENANCE	500	Maintenance for large plotter and plans copy machine.
472 NETWORK SYSTEM MAINT	800	MS Project annual software license fee.

**Operations (Cont.)**

501 DUES & MEMBERSHIPS	850	APWA (\$400); Underground Service Alert (\$150); Engineering License renewals (\$300).
502 MEETINGS/CONFERENCES	800	Monthly City/County Engineers (\$350) and APWA webcast training (3) (450).
503 PUBLICATIONS & SUBSCRIPTIONS	400	Reference manuals: General engineering and water systems.
505 STAFF TRAINING	2,000	Training for 10 personnel, National Pollution Discharge Elimination System (NPDES), Construction Management, Microsoft Project, Computer Skills (Excel, CAD, etc.).
508 MGMT.PROFESS.DEVEL.	2,500	Department head and three mid-managers.

<b>SUBTOTAL FOR OPERATIONS</b>	<b>\$14,450</b>
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INTERGOVERNMENTAL	PROPOSED BUDGET	DESCRIPTION
560 INTERGOVERNMENTAL-OTHER	\$139,350	C/CAG assessments calculated annually based on City's share of San Mateo County's population and trip generation. Assessment as follows-General Fund (\$14,350); Gas Tax (\$22,400); Congestion Relief (\$102,600).

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$47,077	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADMIN ALLOC.	488,564	Allocation of general administrative services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	56,242	Allocation of services provided by the Buildings & Facilities Internal Service including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	33,619	Allocation of services provided by the Technology Support Internal Service including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.

***Internal Allocations (Cont.)***

578 CENTRAL GARAGE ALLOC	9,980	Allocation of services provided by the Central Garage Internal Service including maintenance and repair of the City's rolling-stock, administration of rolling stock purchases, and management of contract repair of rolling stock as necessary.
579 EQUIPMENT REPLACEMENT TRANSFER	13,863	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
<b>SUBTOTAL FOR INTERNAL ALLOCATIONS</b>	<b>\$649,346</b>	
<b>GRAND TOTAL</b>	<b>\$1,307,627</b>	



## **PUBLIC WORKS – SOLID WASTE DIVISION**

*The Solid Waste Fund manages resources used to encourage and promote programs to meet State-mandated goals for diversion of solid waste from California landfills.*

### **PROGRAMS**

The Solid Waste Fund is responsible for compliance with state mandates to achieve and maintain a 50 percent waste diversion (recycling) goal. These activities, formerly funded through the General Fund, are now funded via a 1 percent AB939 fee assessed on garbage bills for the City's franchised solid waste hauler. The primary service is as follows:

- **STATE-MANDATED RECYCLING PROMOTION AND REPORTING**  
Solid Waste monitors and submits annual report and biennial review to state in accordance with prescribed deadlines.
- **PUBLIC OUTREACH AND RECYCLING PROGRAM DEVELOPMENT AND IMPLEMENTATION**  
Publishes and distributes promotional materials to encourage waste diversion by residents. Develops and implements programs to further encourage recycling and other alternative to reduce waste stream.

### **PRIORITY FOCUS**

The Solid Waste Fund is responsible for managing resources that allow the City to encourage diversion of solid waste from California landfills and to annually report our progress and successes in this endeavor to state regulators. Achieving success in this program will not only allow the City to meet State-mandated waste diversion goals, but improved recycling and the continuing sponsorship of annual clean up events and activities such as Operation Clean Sweep will result in a corresponding reduction of litter and debris in the community and an enhancement of the City's appearance.

### **PROGRAM RESOURCES**

Delivery of the department's core services during fiscal year 2007-08 will require an expenditure budget of \$59,720 and personnel resources of 0.30 full time employees. As a special revenue fund, the Solid Waste Fund is fully funded by the 1 percent AB939 fee assessed under the City's garbage franchise.

## REVENUES

As a special revenue fund, the Solid Waste Fund is completely dependent on the one percent AB939 fee assessed under the City's garbage franchise

## EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 60% for personnel costs and 40% for operations and professional services. Professional services in this budget are for employment of a consulting firm to compile data for the annual report to the state. These expenses have been increasing modestly each year due to increasing complexity and analysis of the data.

## PERSONNEL

### Personnel Summary

Public Works Department	General Fund		Water Fund		Stormwater	Wastewater Fund	Internal Service	Special Revenue	
Classification	Admin & Eng.	Streets	Supply	Distrib.	Operations	Operations	Central Garage	Solid Waste	Total
Director	0.25	0.15	0.15	0.15	0.00	0.25	0.05	0.00	1.00
Deputy Dir. Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Dir. Utilities	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Water Resources Manager	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
CIP Manager	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Services Manager	0.00	0.25	0.50	0.50	0.25	0.50	1.00	0.00	3.00
Principal Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	0.50	0.00	0.00	0.50	0.00	0.00	3.00
Field Supervisor	0.00	0.75	0.30	0.70	0.25	1.00	0.00	0.00	3.00
Water Quality Tech	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Management Analyst I/II	0.50	0.00	0.25	0.00	0.00	0.00	0.00	0.25	1.00
Engineering Tech	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	1.00	0.00	0.00	2.00	0.00	0.00	3.00
Senior Maintenance Worker	0.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	4.00	2.00	6.00	2.40	8.00	0.00	0.05	22.45
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.60	0.00	2.60
Secretary	2.00	0.25	0.50	0.50	0.00	0.50	0.25	0.00	4.00
<b>Total</b>	8.75	5.60	7.35	10.55	2.95	14.60	3.95	0.30	54.05

The staffing in the Solid Waste Division will remain at the same level as the previous budget year.

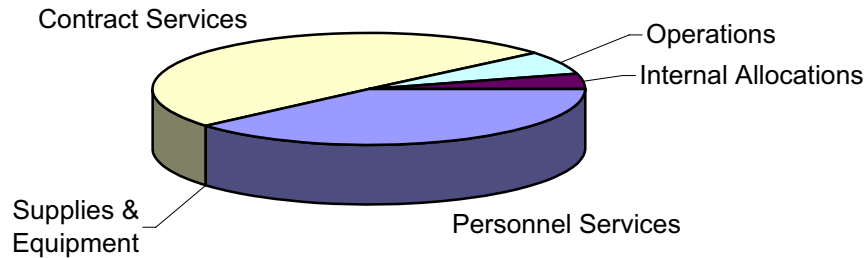
## **2006-07 ACCOMPLISHMENTS**

- ✓ Managed grant funds from State Department of Conservation, which provided funding for Operation Clean Sweep.
- ✓ Organized City involvement in recycling promotions, including procurement of recycled content recycling bags distributed to large apartment complexes and at City Hall.
- ✓ Improved display of environmental information on City's new "San Bruno Recycles" website.
- ✓ Responded to SB1066 Time Extension "Plan of Correction" with programs of increased monitoring and outreach efforts to commercial and multi-family accounts to improve recycling participation, examined disposal records for accuracy, and improved the "at-counter" contractor education process to improve the effectiveness of Construction and Demolition Debris Recycling in order to achieve a higher diversion of solid waste.
- ✓ Coordinated with San Bruno Garbage Company to implement and promote a single stream recycling program Citywide. The program resulted in a 4% increase in the City's already high level of resident participation and a 26% increase in the volume of recyclables collected.

## **2007-08 GOALS & OBJECTIVES**

- ❑ Continue to work with San Bruno Garbage to improve multi-family and business recycling
- ❑ Improve effectiveness of Construction and Demolition recycling program
- ❑ Provide recycling public education information to contractors and self-haulers
- ❑ Expand use of City/County payment program funds into new programs to more effectively target waste diversion
- ❑ Continue City participation in recycling events to reinforce importance of recycling
- ❑ Provide additional materials to encourage recycling by residents
- ❑ Update City's "San Bruno Recycles" website with current recycling information
- ❑ Participate actively in countywide recycling committee to garner new ideas that will assist in meeting AB939 goals

## Public Works - Solid Waste Division 2007-08 Proposed Budget



2007-08		
	Proposed	Percent of Total
Personnel Services	\$23,034	39%
Supplies & Equipment	100	0%
Contract Services	30,000	50%
Operations	3,985	7%
Internal Allocations	2,601	4%
<b>GRAND TOTAL</b>	<b>\$59,720</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$20,148	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
200 EMPLOYEE BENEFITS	2,886	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays, acting pay, & other pay.
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$23,034</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$100	Supplies needed for daily operations.

<b>CONTRACT SERVICES</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
401 PROF SERVICES	\$30,000	State reporting requirements: Hilton Annual Report (\$11,000) & AB939 Report Implementation (\$14,000); Website update and graphic consulting for public outreach (\$5,000).

<b>OPERATIONS</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
501 DUES & MEMBERSHIPS	\$185	International City/County Management Assn (\$165); Municipal Management Assn of Northern Ca (\$20).
502 MEETINGS/CONFERENCES	400	California Resource Recovery Assn, MMANC, CIWMB reviews.
503 PUBLICATIONS & SUBSCRIPTIONS	50	Recycling publications.
505 STAFF TRAINING	400	Community-based marketing training (\$150); Recycled products showcase (\$50); CIWMB AB939 Reporting Workshop (\$200).
508 MGMT.PROFESS.DEVEL.	250	Professional development reimbursement for 1 mid-manager in accordance with MOU. Allocation is split with Public Works Administration & Water Supply.
518 COMMUNITY PROGRAMS	2,000	Participation in regional events, purchase of giveaway items to promote waste.
560 INTERGOVERNMENTAL-OTHER	700	Portion of City's annual dues to the City/County Assn. Of Governments in support of Countywide Solid Waste programs.
<b>SUBTOTAL OPERATIONS</b>	<b>\$3,985</b>	

<b>INTERNAL ALLOCATIONS</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
573 GENERAL ADMIN. ALLOC.	\$2,176	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
577 INFORM.TECH. ALLOC	425	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
<b>SUBTOTAL INTERNAL ALLOCATIONS</b>	<b>\$2,601</b>	
<b>GRAND TOTAL</b>	<b>\$59,720</b>	

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## **PUBLIC WORKS – STREETS MAINTENANCE DIVISION**

*The City of San Bruno Public Works – Streets Maintenance Division is committed to providing rapid, professional, and cost-effective street and right-of-way maintenance services to the community. Our interaction will be courteous, productive and beneficial to our clients.*

### **PROGRAMS**

The Division is responsible for managing the maintenance of the City's street and storm drainage infrastructure. The primary responsibilities can be divided into the following major groups of activities:

#### **APPEARANCE & SAFETY ACTIVITIES**

**SAN MATEO AVENUE GUM REMOVAL** – Initial 42 week project to remove gum from sidewalk area completed in 2006-2007, in 2007-2008 regular maintenance removal efforts require equivalent of 63 days per year.

**SAN MATEO AVENUE SIDEWALK WASH DOWN** – Completed 12 times per year, requiring the equivalent of 27 days time of crew time.

**GRAFFITI REMOVAL AND OTHER SUPPORT FUNCTIONS** – Streets removes graffiti from City signage and Enterprise Fund structures such as water well buildings, at the equivalent of 50 days work per year. Streets also picks up shopping carts for storage, alerts owners to pick-up and follows through on requiring either pick-up of cart (s) or disposal/sale.

**DEBRIS & HAZARDOUS MATERIALS HANDLING** - Streets haul refuse and handle and dispose an average of 550 gallons of hazardous materials picked up by Staff on City right of ways.

**OPERATION CLEAN SWEEP** – Completed once per year, requires equivalent of approximately 3 days of crew effort to clean roadway debris, easement areas, post areas for parking, pick up and deliver supplies

**SHELTER CREEK CLEAN UP**– Completed two times per year, requires equivalent of 13 days effort for crew

#### **STREET MAINTENANCE AND REPAIR ACTIVITIES**

**POT HOLE REPAIR**- About 4800 potholes repaired per year, representing about 37.5 days of work for the crew

**ASPHALT REPAIR/REPLACEMENT** – Related to repairs of sewer laterals, water leaks, and street damage at about 95 locations per year

**CURB & GUTTER** – As part of repairs made to sewer laterals (approximately 80 per year), it is necessary to repair concrete curb and gutter. This work accounts for about 56 work days a year.

**SIDEWALKS** - Repair trip and fall locations (approximately 30 locations) that are damaged due to street trees or utility excavations annually. Streets sidewalk inventory has identified over 3,000 potential tripping hazards.

**TRAFFIC CONTROL SIGNING & STRIPING** – Painting to refresh crosswalks at school sites and also to refresh yellow & red street signage. Streets provides over 400 sign installations or replacements and paint pavement markings, including button/reflector replacement

**STREET SIGN MAINTENANCE/INSTALLATION** – 220 signs installed/replaced, representing about 170 crew work days

**STREET LIGHTING & TRAFFIC SIGNALS** - Streets process monthly inspections and preventative maintenance, complete 400 outage repairs through contracted outsourcing and 10-12 knockdown replacements annually.

### **PRIORITY FOCUS**

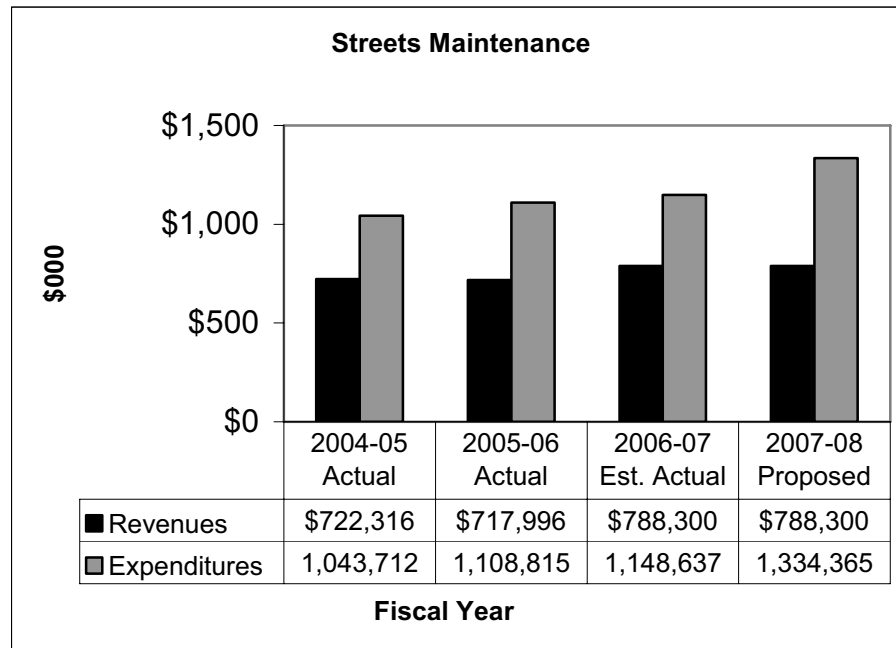
The Streets Maintenance Division is responsible for the maintenance and repair of City sidewalks and debris removal. Implementation of the first year of a comprehensive program to address extensive repairs and replacement of the City's sidewalk problem areas will begin in the 2007-2008 year. The Division will continue the improved enforcement of shopping cart regulations that has substantially reduced the number of carts stored, and needing retrieval. This effort will continue with efforts to clean up litter refuse, and hazardous materials within the public right-of-way. All of these program efforts enhance the City's appearance and image and are responsive to community needs and interests.

The Streets Maintenance Division is also responsible for the maintenance of City surface infrastructure used by most City residents and motorists, in the areas of street patching, pothole repair, traffic signing and striping, street lights, traffic signals, City street signage graffiti removal, and storm drainage preventative maintenance support. The Division also adds new signage and has a routine replacement schedule of faded signs. By delivering a high level of customer service in these areas, the Division will improve responsiveness to situations that affect the safety and well being of San Bruno residents and the value of their personal and real property that results in a demonstrated high level of customer service as well as promotes economic vitality by maintaining the streets and city right of ways.

### **PROGRAM RESOURCES**

Delivery of the Division's core services during fiscal year 2007-08 will require an expenditure budget of \$1,334,365 and personnel resources of 5.60 full time employees. In addition, the Division will recover the majority of its expenditures through Gas Tax revenues.





#### REVENUES

Funding of Street Maintenance consists of General Fund and Gas Tax monies. Gas Tax revenues are utilized as available and require an annual maintenance of effort report to the State. There are no direct user fee revenues. Recovery from insurance is pursued for streetlight and traffic signal knockdowns as a result of damage by vehicle accidents.

#### EXPENDITURES

Expenditures for the Streets Division are divided between 40% for personnel costs, and 60% for operations and professional services of all costs directly related to services. Expenditures have remained at prior annual levels with the exception of costs for gas and oil, and street lights supplies. Repair of pot holes, street lights, and traffic signage, along with graffiti removal, continue to demand a high percentage of crew effort.

## PERSONNEL

### Personnel Summary

Public Works Department	General Fund		Water Fund		Stormwater	Wastewater Fund	Internal Service	Special Revenue	
Classification	Admin & Eng.	Streets	Supply	Distrib.	Operations	Operations	Central Garage	Solid Waste	Total
Director	0.25	0.15	0.15	0.15	0.00	0.25	0.05	0.00	1.00
Deputy Dir. Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Dir. Utilites	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Water Resources Manager	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
CIP Manager	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Services Manager	0.00	0.25	0.50	0.50	0.25	0.50	1.00	0.00	3.00
Principal Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	0.50	0.00	0.00	0.50	0.00	0.00	3.00
Field Supervisor	0.00	0.75	0.30	0.70	0.25	1.00	0.00	0.00	3.00
Water Quality Tech	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Management Analyst I/II	0.50	0.00	0.25	0.00	0.00	0.00	0.00	0.25	1.00
Engineering Tech	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	1.00	0.00	0.00	2.00	0.00	0.00	3.00
Senior Maintenance Worker	0.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	4.00	2.00	6.00	2.40	8.00	0.00	0.05	22.45
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.60	0.00	2.60
Secretary	2.00	0.25	0.50	0.50	0.00	0.50	0.25	0.00	4.00
<b>Total</b>	<b>8.75</b>	<b>5.60</b>	<b>7.35</b>	<b>10.55</b>	<b>2.95</b>	<b>14.60</b>	<b>3.95</b>	<b>0.30</b>	<b>54.05</b>

The Division's personnel resources have remained at the same level as the previous budget year and department was able to fill vacancies and train new employees

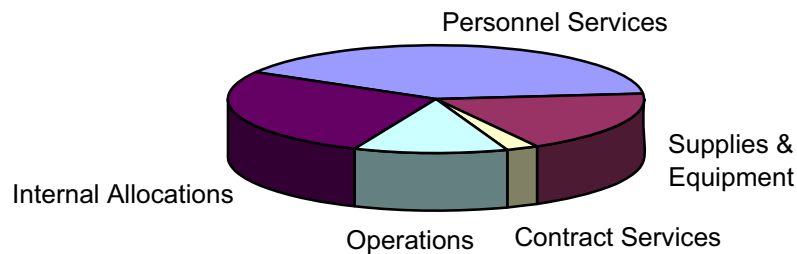
### 2006-2007 ACCOMPLISHMENTS

- ✓ Completed power washing of San Mateo Avenue (gum removal)
- ✓ Began improved enforcement of shopping cart regulations with collaboration of City Attorney's office, reducing the number of carts stored and increasing participation by store owners in reducing the number of carts leaving shopping areas
- ✓ Successfully completed all special programmed tasks, including Operation Clean Sweep, Shelter Creek clean-up, July 4<sup>th</sup> clean-up and support, and storm preparation program
- ✓ Re-initiated monthly wash down of San Mateo Avenue
- ✓ Established quarterly nighttime street light outage check

## **2007-08 GOALS & OBJECTIVES**

- ❑ Improve contract relationships for street light maintenance and signal repair through a formalized contract providing for more efficient repair and maintenance of these systems
- ❑ Establish priority to replace faded street signage, thereby enhancing citizen safety and overall appearance of the City
- ❑ Complete trial period of new lights on San Mateo Avenue that are lighter and more wind resistant thereby reducing maintenance on the existing lights and improving actual electrical light to the Avenue area

**Public Works - Streets  
2007-08 Proposed Budget**



<b>2007-08 Proposed</b>		
	<b>Proposed</b>	<b>Percent of Total</b>
Personnel Services	\$532,015	40%
Supplies & Equipment	249,031	19%
Contract Services	32,970	2%
Operations	159,020	12%
Internal Allocations	361,329	27%
<b>Grand Total</b>	<b>\$1,334,365</b>	<b>100%</b>

<b>PERSONNEL SERVICES</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
101 REGULAR SALARY	\$383,033	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
111 REGULAR PART-TIME SALARY	7,590	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
122 OVERTIME	2,500	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
200 EMPLOYEE BENEFITS	138,892	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL FOR PERSONNEL SERVICES</b>	<b>\$532,015</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$1,000	Office supplies needed for daily operations.
302 COPIER CHARGES	200	Copy charges for office copy machine.
311 GAS & OIL	34,000	Fuel and oil for vehicles assigned to the Street division.
313 UNIFORMS/SAFETY EQUIP	4,000	Safety equipment and uniforms and shoes for personnel.
331 BLDG, YARD, SHOP SUPPLIES	5,000	Tools and supplies needed for daily operations.
334 STREET/ROW MAINT	7,500	Supplies needed for daily operations.
335 ASPHALTIC MATERIALS	28,000	Asphalt and disposal of old material.
336 STREET LIGHT SUPPLIES	81,151	Fixtures, poles, and bulbs necessary to maintain City-owned streetlights.
337 STREET SIGNS, PAINTS, ETC	49,180	Supplies for street line painting and markings and the replacement of old street signs.
339 TRAFFIC SIGNAL EXPENSE	39,000	Maintenance of City-owned signal lights.
<b>SUBTOTAL FOR SUPPLIES &amp; EQUIPMENT</b>	<b>\$249,031</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROFESSIONAL SERVICES	\$7,970	Hazardous waste disposal, uniform cleaning, and San Mateo County disposal fees.
403 ACCT/AUDIT SERVICES	6,500	Annual audit of streets projects and related expenses.
409 OTHER SERVICES-MISC	18,500	Hazardous waste material disposal, recycling hazardous waste, uniform cleaning, San Mateo County fees, alarm service, and fork lift fuel.
<b>SUBTOTAL FOR CONTRACT SERVICES</b>	<b>\$32,970</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$4,000	Allocation of local and long distance office telephone charges, shared fax and data lines, and mobile phones/pagers.
461 UTILITIES	2,000	Allocated share of garbage service at the corporation yard.
462 ELECTRIC-SPECIAL USE	135,000	Energy for 1,931 streetlights and 35 traffic signals (19 State-owned, 16 City-owned)

**Operations (Cont.)**

471 OFFICE EQUIPMENT MAINTENANCE	500	Shared cost to maintain corporation yard copy machine.
476 CONTRACT REPAIR	12,500	Contingency for emergency sidewalk replacement/repair.
490 RENTAL & LEASES	500	Rental charges for specialized equipment as necessary.
501 DUES & MEMBERSHIPS	500	Organization memberships related to streets functions including Maintenance Superintendents Association and American Public Works Association.
502 MEETINGS/ CONFERENCES	750	Local meetings and conferences related to street maintenance such as Maintenance Superintendents Association.
503 PUBLICATIONS & SUBSCRIPTIONS	500	Publications and subscriptions by job related organizations.
505 STAFF TRAINING	1,500	Study material and seminars associated with street maintenance and safe disposal/recycling of hazardous waste.
508 MGMT.PROFESS.DEVEL.	750	Professional development reimbursement in accordance with MOU.
542 RADIO MAINTENANCE	520	Maintenance of two-way radios.
<b>SUBTOTAL FOR OPERATIONS</b>	<b>\$159,020</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$80,624	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADMIN ALLOC.	106,000	Allocation of general administrative services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	10,788	Allocation of services provided by the Buildings & Facilities Internal Service including janitorial, minor repairs and replacements, and other basic maintenance projects.

***Internal Allocations (Cont.)***

577 INFORM.TECH. ALLOC	8,443	Allocation of services provided by the Technology Support Internal Service including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
578 CENTRAL GARAGE ALLOC	38,592	Allocation of services provided by the Central Garage Internal Service including maintenance and repair of the City's rolling-stock, administration of rolling stock purchases, and management of contract repair of rolling stock as necessary.
579 EQUIPMENT REPLACEMENT TRANSFER	46,320	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
596 ENERGY DEBT ALLOCATION	70,561	Allocation of lease-purchase debt service for improved energy efficiency at City buildings and facilities.
<b>SUBTOTAL FOR INTERNAL ALLOCATIONS</b>	<b>\$361,329</b>	
<b>GRAND TOTAL</b>	<b>\$1,334,365</b>	

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## **PUBLIC WORKS – WATER SUPPLY**

*The City of San Bruno Public Works - Water Supply Division is committed to protecting public health and delivering portable water that meets residents' aesthetic standards*

### **PROGRAMS**

The Water Division is responsible for the efficient and effective operations and maintenance of the Water Supply and Distribution systems, which make up the Water Enterprise Fund activities.

The San Bruno water supply system consists of five production wells (currently capable of producing a total of 2.4 million gallons per day), 13 pressure zones, eight storage tanks located at six sites, and five connections to major transmission pipelines (four owned and operated by the San Francisco Public Utility Commission and one by the North Coast County Water District).

- **TREATMENT AND WATER QUALITY MONITORING**

Water Supply provides inspection, testing, treatment and reporting of water quality parameters to ensure compliance with EPA and California Department of Health Services standards for drinking water. Treatment of wells, chloramines flushing, and cleaning of tanks are all part of this activity.

- **STORAGE**

Water Supply checks water levels and maintains exteriors and interiors of 8 tank structures on a continuing basis.

- **PLANNING**

Water Supply provides evaluation of ongoing water production, purchases and usage, and planning for future system demands.

- **CONSERVATION**

Water Supply administers a voluntary water conservation program with emphasis on public awareness and participates in the washing machine rebate program.

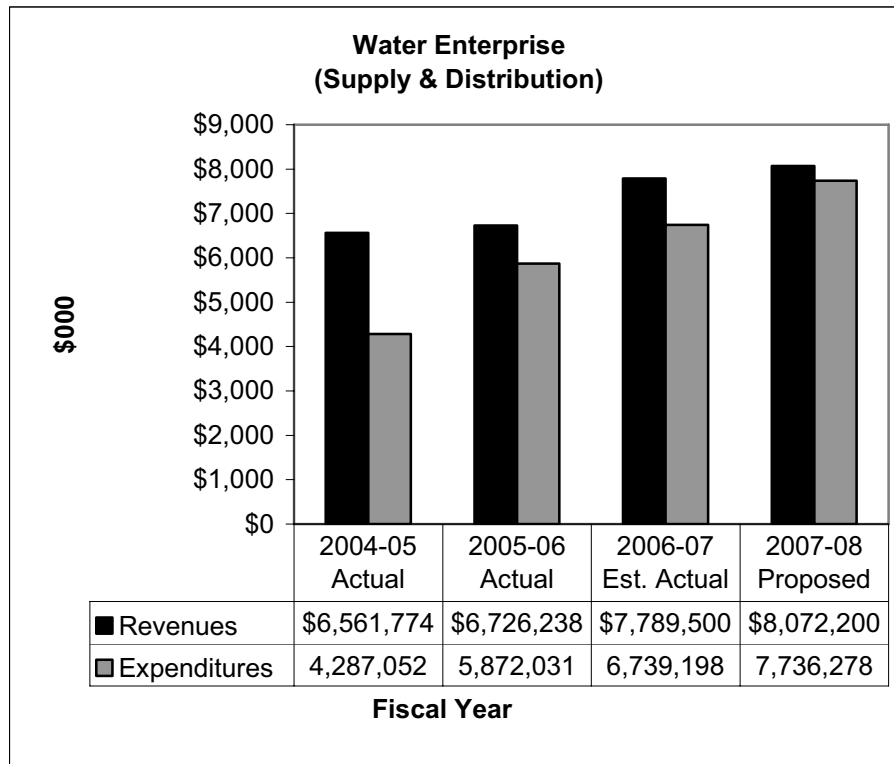
### **PRIORITY FOCUS**

The Water Supply Division places an emphasis on customer service through providing a clean, safe supply of potable water to water system customers that meets or exceeds all established drinking water standards, and responding promptly to any water quality concerns. The water supply activities include disinfection at five wells, treatment for iron and manganese at two wells, and maintenance and monitoring of storage facilities. Federal and State mandated programs require water quality testing and related regulatory required analysis and reports. The Division is responsive and compliant with all current regulations and requirements that establish primary drinking water standards for disinfection and chemical constituents along with secondary standards such as taste, color, and temperature.

The adequacy of the City's water supply is vital for the commercial redevelopment of parcels in the community. The Water Master Plan adopted in 2000 and the 2006 Urban Water Management Plan have guided past priorities for system supply improvements, and the currently updated Urban Water Management Plan will be reviewed to ensure that the City's Priority Focus Goal is integral in setting priorities for recommended capital improvements in 2007-08.

## PROGRAM RESOURCES

Delivery of the Division's core services during fiscal year 2007-08 will require an expenditure budget of \$4,194,463 and personnel resources of 7.35 full time employees.



## REVENUES

The Water Division is funded entirely by Water Enterprise Fund revenue derived from the utility rates charged to residents, commercial and industrial users based on their meter charges and water consumption.

Revenue	2004-05 Actual	2005-06 Actual	2006-07 Est. Actual	2007-08 Proposed
Water Service Billing	\$6,073,066	\$6,222,544	\$7,200,000	\$7,747,200
Service Charges	64,396	69,761	45,000	60,000
Delinquent Recovery	182,486	163,966	79,500	100,000
Capacity Charges	114,653	23,223	200,000	0
Reimbursed Construction	85,993	79,650	100,000	0
Other Water Receipts & Refun	5,103	8,741	0	
Interest Earnings	36,077	158,353	165,000	165,000
<b>Total Revenues</b>	<b>\$6,561,774</b>	<b>\$6,726,238</b>	<b>\$7,789,500</b>	<b>\$8,072,200</b>

## EXPENDITURES

The cost of water purchases from the San Francisco PUC will increase for 2007-08. The wholesale cost per unit is projected to increase from \$1.22 per unit (100 cubic feet) to \$1.26 per unit. Expenditures for chemicals and power will increase as a result of having five wells in full production for the first time since the construction of Well 20 was completed.

Expenditures	2004-05 Actual	2005-06 Actual	2006-07 Est. Actual	2007-08 Proposed
Water Supply	\$2,619,744	\$3,997,786	\$2,813,930	\$4,194,463
Water Distribution	1,667,308	1,874,245	3,925,268	3,541,815
Total Expenditures	\$4,287,052	\$5,872,031	\$6,739,198	\$7,736,278

## PERSONNEL

### Personnel Summary

Public Works Department	General Fund		Water Fund		Stormwater	Wastewater Fund	Internal Service	Special Revenue	
Classification	Admin & Eng.	Streets	Supply	Distrib.	Operations	Operations	Central Garage	Solid Waste	Total
Director	0.25	0.15	0.15	0.15	0.00	0.25	0.05	0.00	1.00
Deputy Dir. Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Dir. Utilities	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Water Resources Manager	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
CIP Manager	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Services Manager	0.00	0.25	0.50	0.50	0.25	0.50	1.00	0.00	3.00
Principal Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	0.50	0.00	0.00	0.50	0.00	0.00	3.00
Field Supervisor	0.00	0.75	0.30	0.70	0.25	1.00	0.00	0.00	3.00
Water Quality Tech	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Management Analyst I/II	0.50	0.00	0.25	0.00	0.00	0.00	0.00	0.25	1.00
Engineering Tech	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	1.00	0.00	0.00	2.00	0.00	0.00	3.00
Senior Maintenance Worker	0.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	4.00	2.00	6.00	2.40	8.00	0.00	0.05	22.45
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.60	0.00	2.60
Secretary	2.00	0.25	0.50	0.50	0.00	0.50	0.25	0.00	4.00
<b>Total</b>	8.75	5.60	7.35	10.55	2.95	14.60	3.95	0.30	54.05

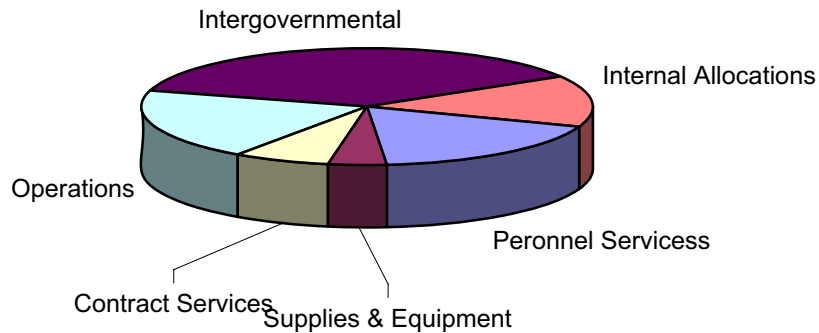
## **2006-07 ACCOMPLISHMENTS**

- ✓ Completion and adoption of the Urban Water Management Plan
- ✓ Refurbish and Rehabilitation of Well 15 (Commodore) and Well 18 (Cypress)
- ✓ Completion of the Fifth Grade Water Wise Conservation Pilot Program at Belle Air and El Crystal Elementary schools
- ✓ Design of Pump Station #5 (Maple and Pump Station #4 (College)
- ✓ Completed AB303 Seawater Intrusion Monitoring Well project

## **2007-08 GOALS & OBJECTIVES**

- ❑ Implement tank modification and seismic retrofit to all storage tanks
- ❑ Construction and completion of Pump Station #5 (Maple)
- ❑ Completion of the Tank and Ladder Retrofit
- ❑ Refurbish the interior and exterior of all storage tanks by implementing an on going maintenance schedule to extend the life back to 80% of new
- ❑ Monitor progress of SFPUC Capital Improvement Program and Environmental Impact Reports through BAWSCA
- ❑ Continue to evaluate conjunctive use in the Westside Basin Aquifer

## Public Works - Water Supply 2007-08 Proposed Budget



2007-08		
	Proposed	Percent of Total
Personnel Services	\$756,587	18%
Supplies & Equipment	175,500	4%
Contract Services	286,000	7%
Operations	837,590	20%
Intergovernmental	1,549,600	37%
Internal Allocations	589,186	14%
<b>GRAND TOTAL</b>	<b>\$4,194,463</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$529,718	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
111 PART-TIME TEMPORARY SALARY	6,370	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
120 OVERTIME	56,200	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
200 EMPLOYEE BENEFITS	164,299	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, and other benefits.
<b>SUBTOTAL FOR PERSONNEL SERVICES</b>	<b>\$756,587</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
313 UNIFORMS/SAFETY EQUIP	\$9,400	Safety related, personal protection equipment, OSHA/MOU required boots, safety apparel (\$8,400); laundry service (\$1,000).
314 FIELD SUPPLIES	80,000	Chemicals for disinfection of water.
326 LAB SUPPLIES	34,000	Supplies for DHS required water testing (\$14,000); sample testing by state certified laboratories (\$15,000); regulatory mandated dechlorination chemicals (\$5,000).
331 BLDG, YARD, SHOP SUPPLIES	6,100	Building, yard, shop & field supplies (\$3,000); well maintenance (\$2,000); paint (\$500); hoses (\$600).
361 INVENTORY - PARTS & MATERIALS	46,000	Valves and fittings (\$20,500); chemical pumps (\$20,500); process analytical equipment (\$5,000).
<b>SUBTOTAL FOR SUPPLIES &amp; EQUIPMENT</b>	<b>\$175,500</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
402 LEGAL SERVICES	\$98,000	Outside legal counsel assistance with conjunctive use program evaluation & water policy.
409 OTHER SERVICES-MISC	188,000	Regulatory mandated sampling & water quality testing (\$57,000); EPA & DHS requirements and licensing (\$30,000); SCADA license and maintenance (\$16,000); CCR production, printing and mailing (\$5,000).
<b>SUBTOTAL FOR CONTRACT SERVICES</b>	<b>\$286,000</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$700	Allocation of local and long distance office telephone charges, shared fax and data lines, and mobile phones/pagers.
412 POSTAGE	2,000	Postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
461 UTILITIES	465,000	Energy costs for five wells and eight pump stations.
471 OFFICE EQUIPMENT MAINTENANCE	300	Allocation of service costs for the shared copy machine.
473 BLDG SHOP YARD CONTRACT MAINT	14,000	Quarterly generator maintenance of two wells and two pump stations.
476 CONTRACT REPAIR	140,000	Emergency repair of pumps, motor controls, and filtration facilities to maintain daily operations.

**Operations (Cont.)**

490 RENTAL & LEASES	162,000	Rental charge for use of General Fund land by Water Enterprise Fund.
501 DUES & MEMBERSHIPS	2,100	Peninsula Water Works Assn. (PWWA) - (\$1,000); American Water Works Assn. (AWWA) - (\$600); and NCBPA (\$500).
502 MEETINGS/CONFERENCES	3,500	AWWA Annual Conference & Exposition in Atlanta, 2 employees.
503 PUBLICATIONS & SUBSCRIPTIONS	250	AWWA Research Foundation texts (\$100); AWWA Water treatment operations handbooks (\$100); Safety Training guidelines OSHA, BLR Repos (\$50).
505 STAFF TRAINING	3,290	Certification training for educational credits for DOH and water treatment examination preparation.
508 MGMT.PROFESS.DEVEL.	1,000	Professional development reimbursement for two mid-managers per MOU.
518 COMMUNITY PROGRAMS	43,350	Provides for rebates for high efficiency clothes washer purchases, industrial and commercial water use audits, and pre-rinse spray valve program.
542 RADIO MAINTENANCE	100	Maintenance of two-way radios.
<b>SUBTOTAL FOR OPERATIONS</b>	<b>\$837,590</b>	

INTERGOVERNMENTAL	PROPOSED BUDGET	DESCRIPTION
560 INTERGOVERNMENTAL- OTHER	\$29,600	Bay Area Water Supply and Conservation Agency (BAWSCA) agency membership.
561 WATER PURCHASES - SF	1,520,000	SFPUC & North Coast County Water District water purchases plus meter charges.
<b>SUBTOTAL FOR INTERGOVERNMENTAL</b>	<b>\$1,549,600</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$16,834	Allocation of liability and workers' compensation claims and administration based on claims history.
572 PUBLIC WORKS ADMIN ALLOCATION	209,220	Allocation of administration provided by Public Works Administration and Engineering staff unrelated to capital projects.

***Internal Allocations (Cont.)***

573 GENERAL ADMIN ALLOCATION	363,132	Allocation of general administrative services provided to this fund based on the cost allocation plan conducted in 2005-06.
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<b>SUBTOTAL FOR INTERNAL ALLOCATIONS</b>	<hr/> <b>\$589,186</b> <hr/>
<b>GRAND TOTAL</b>	<hr/> <b>\$4,194,463</b> <hr/>



## PUBLIC WORKS - WATER DISTRIBUTION

*The City of San Bruno Public Works – Water Distribution Division is committed to protecting public health and delivering portable water that meets residents' aesthetic standards*

### PROGRAMS

The Water Distribution Division is responsible for the efficient and effective operations and maintenance of the Water Supply and Distribution systems, which make up the Water Enterprise Fund activities. The San Bruno water distribution system consists of 100 miles of pipelines, 9,000 valves, 985 fire hydrants, eight pumping stations, eight storage tanks and 13 pressure zones. Through this complex network of interrelated systems, Water Distribution maintains and operates the water supply and distribution system so that water delivered to its customers meets all Federal and State water quality standards, pressure and quantity mandates, as well as meeting secondary standards such as taste and color through active distribution system infrastructure assessment and flushing programs.

The primary services provided include:

- **OPERATIONS & MAINTENANCE**  
Water Distribution provides routine preventative maintenance on mains, pump stations, and equipment failures. Routine activities include leak repairs, and upgrades and repairs to lines throughout the system. There were 120 main breaks in FY 06/07, representing approximately 240 days of work time.
- **REPLACEMENT & IMPROVEMENT**  
Water Distribution supplies minor capital project management and contract administration for needed repairs.
- **TREATMENT**  
Water Distribution ensures compliance with mandates and reporting requirements of regulatory agencies including adherence with National Pollution Discharge Elimination System (NPDES) requirements.
- **UTILITY SYSTEM MAPPING AND INVENTORY**  
Water Distribution provides upkeep of system-wide mapping and inventory maintenance.
- **SCADA SYSTEM PEAK LOAD REDUCTION**  
Water Distribution provides operation of booster pump stations during off-peak hours, avoiding more costly peak period energy consumption.

### PRIORITY FOCUS

The adequacy and reliability of the City's water distribution system is vital for the commercial redevelopment of parcels in the community and for fire protection, which in turn helps to develop a strong economic base to promote economic vitality. Essential to providing an adequate and reliable water distribution system are preventative and timely repair and maintenance of the water mains and pumping stations, as well as adequate replacement of the City's aging water system's physical assets. Assisting in this is a reliable and usable Supervisory Control and Data Acquisition (SCADA) system that allows the most efficient use of City resources, both personnel and energy related. Staff is responsive to the approximate 80 - 120 water breaks per year in order to continue reliable service to the City's customers as well as have adequate pressure and flows for fire protection.

The Water Master Plan adopted in 2000 has guided past priorities for system infrastructure improvements, and will be reviewed to ensure that the City's Priority Focus Goals are integral in setting priorities for recommended capital improvements in 2007-08.

## PROGRAM RESOURCES

Delivery of the Division's core services during fiscal year 2007-08 will require an expenditure budget of \$3,541,815 and personnel resources of 10.55 full time employees.

## REVENUES

The Water Division is funded entirely by Water Enterprise Fund revenue derived from the utility rates charged to residents, commercial and industrial users based on their meter charges and water consumption. These rates were revised in 2006-07 to reflect the increased cost of providing water service acquiring wholesale water resources, and investing in the replacement of aging infrastructure.

## EXPENDITURES

Non-personnel expenditures under this budget are paid primarily to cover the cost of supplies and materials necessary to maintain and repair the water distribution system. The 2007-08 expenditure budget includes equipment purchases that enhance efficiency or are regulatory/safety required and contractual services for complex non-CIP projects.

## PERSONNEL

### Personnel Summary

Public Works Department	General Fund		Water Fund		Stormwater	Wastewater Fund	Internal Service	Special Revenue	
Classification	Admin & Eng.	Streets	Supply	Distrib.	Operations	Operations	Central Garage	Solid Waste	Total
Director	0.25	0.15	0.15	0.15	0.00	0.25	0.05	0.00	1.00
Deputy Dir. Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Dir. Utilities	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Water Resources Manager	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
CIP Manager	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Services Manager	0.00	0.25	0.50	0.50	0.25	0.50	1.00	0.00	3.00
Principal Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	0.50	0.00	0.00	0.50	0.00	0.00	3.00
Field Supervisor	0.00	0.75	0.30	0.70	0.25	1.00	0.00	0.00	3.00
Water Quality Tech	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Management Analyst I/II	0.50	0.00	0.25	0.00	0.00	0.00	0.00	0.25	1.00
Engineering Tech	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	1.00	0.00	0.00	2.00	0.00	0.00	3.00
Senior Maintenance Worker	0.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	4.00	2.00	6.00	2.40	8.00	0.00	0.05	22.45
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.60	0.00	2.60
Secretary	2.00	0.25	0.50	0.50	0.00	0.50	0.25	0.00	4.00
<b>Total</b>	<b>8.75</b>	<b>5.60</b>	<b>7.35</b>	<b>10.55</b>	<b>2.95</b>	<b>14.60</b>	<b>3.95</b>	<b>0.30</b>	<b>54.05</b>

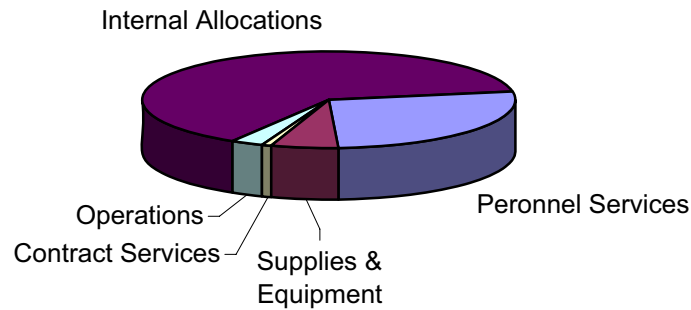
## **2006-07 ACCOMPLISHMENTS**

- ✓ Implemented a yearly formal flushing program to minimize nitrates in the distribution system.
- ✓ Installed a new radio read metering system through the City. This pilot program allows all 200 meters in the program to be read remotely from a vehicle.
- ✓ Established a hot spot main replacement mapping system to analyze existing infrastructure and water line break history. This mapping system can be utilized in this coming year CIP for future main replacement.

## **2007-08 GOALS & OBJECTIVES**

- ❑ Continue to upgrade master system maps to a new GIS mapping system.
- ❑ Initiate programmed replacement of old water mains in the distribution system to obtain proper fire flows and daily peak demands.
- ❑ Collect all water infrastructure data and create an assets analysis, and continue to upgrade new master system maps as discrepancies are found.
- ❑ Implement the City's new CMMS software.

## Public Works - Water Distribution 2007-08 Proposed Budget



	2007-08 Proposed	Percent of Total
Personnel Services	\$951,091	27%
Supplies & Equipment	205,648	6%
Contract Services	35,000	1%
Operations	99,000	3%
Internal Allocations	2,251,076	64%
<b>GRAND TOTAL</b>	<b>\$3,541,815</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$642,632	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
111 REGULAR PART-TIME SALARY	18,000	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
120 OVERTIME	73,660	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
200 EMPLOYEE BENEFITS	216,799	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, and other benefits.
<b>SUBTOTAL FOR PERSONNEL SERVICES</b>	<b>\$951,091</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$7,300	Office supplies for Water Distribution Division including binders, paper, pens, plan filing supplies, and folders.
302 COPIER CHARGES	600	Office copier charges.
311 GAS & OIL	18,000	Fuel and oil for vehicles assigned to Water.
313 UNIFORMS/SAFETY EQUIP	11,200	Uniform cleaning and replacement (\$4,900); safety equipment (\$3,000); supplemental inclement weather apparel (\$3,300).
314 FIELD SUPPLIES	16,000	Regulators, pump, and motor parts.
331 BLDG, YARD, SHOP SUPPLIES	8,400	Building supplies (\$400), yard supplies (\$2,000); shop supplies (\$6,000).
335 ASPHALTIC MATERIALS	17,000	Repairs for streets and sidewalks following water line break.
350 TOOLS & EQUIP	28,648	Service truck hand tools (\$5,500); storage containers for chemicals and emergency supplies (\$5,000); acoustic leak detection system (\$6,013); underground pipe locator (\$6,210); 16-inch gas powered cut-off saw (\$2,400); water pressure data recorders (\$3,525).
361 INVENTORY - PARTS & MATERIALS	98,500	Water related inventory (\$93,500); miscellaneous pump, belt, hose, and cleaning inventory (\$5,000).
<b>SUBTOTAL FOR PERSONNEL SERVICES</b>	<b>\$205,648</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROF SERVICES	\$10,000	Consulting services for analysis of existing water piping infrastructure that would result in a renewal and replacement strategy for distribution infrastructure and assistance in initiating critical components of a computerized maintenance system.
409 OTHER SERVICES-MISC	25,000	Direct support services (\$19,500); other services including cleaning, bid documents (\$5,500).
<b>SUBTOTAL FOR CONTRACT SERVICES</b>	<b>\$35,000</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$8,600	Allocation of local and long distance office telephone charges, two dedicated fax line and one data line, 14 mobile phones, and one pager.
412 POSTAGE	100	Postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
471 OFFICE EQUIPMENT MAINTENANCE	2,200	Service on existing office equipment.
476 CONTRACT REPAIR	70,000	Emergency services utilized during after hours when staff is unavailable to respond.
490 RENTAL & LEASES	1,400	Specialized equipment for repairs to the water system.
501 DUES & MEMBERSHIPS	4,500	AWWA (\$1,500); PWWA (\$1,500); and Northern California Back Flow Prevention Association (\$1,500).
502 MEETINGS/CONFERENCES	3,500	Water related non-AWWA meetings and conferences, underground utility marking, regulatory updates, trade shows (\$1,000); AWWA conferences (\$3,000).
503 PUBLICATIONS & SUBSCRIPTIONS	1,200	California State University water distribution and water treatment manuals and subscription/testing (\$900); AWWA manual and handbooks (\$300).
505 STAFF TRAINING	5,000	Training necessary for shift operators to obtain continuing education units in compliance with DOHS.
508 MGMT.PROFESS.DEVEL.	1,000	Professional development reimbursement in accordance with MOU.
509 TUITION REIMBURSE.	1,500	Education reimbursement in accordance with MOU.
<b>SUBTOTAL FOR OPERATIONS</b>	<b>\$99,000</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$293,630	Allocation of liability and workers' compensation claims and administration based on claims history.
572 PUBLIC WORKS ADMIN ALLOCATION	209,220	Allocation of administration provided by Public Works Administration and Engineering staff unrelated to capital projects.
573 GENERAL ADMIN ALLOCATION	93,170	Allocation of general administrative services provided to this fund based on the cost allocation plan conducted in 2005-06.

***Internal Allocations (Cont.)***

576 BLDG.FACIL.ALLOC.	10,788	Allocation of services provided by the Buildings & Facilities Internal Service including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	19,326	Allocation of services provided by the Technology Support Internal Service including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maint
578 CENTRAL GARAGE ALLOC	44,695	Allocation of services provided by the Central Garage Internal Service including maintenance and repair of the City's rolling-stock, administration of rolling stock purchases, and management of contract repair of rolling stock as necessary.
579 EQUIPMENT REPLACEMENT TRANSFER	1,319,603	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
580 REVENUE SERVICES ALLOCATION	260,063	Allocation of services provided by Revenue Services for the issuance, collection, and management of wastewater billings to over 11,000 customers.
592 ENERGY DEBT ALLOCATION	582	Allocation of lease-purchase debt service for improved energy efficiency at City buildings and facilities.
<b>SUBTOTAL FOR INTERNAL ALLOCATIONS</b>	<b>\$2,251,076</b>	
<b>GRAND TOTAL</b>	<b>\$3,541,815</b>	

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## **PUBLIC WORKS – WASTEWATER DIVISION**

*The City of San Bruno Public Works – Wastewater Division is committed to serving the community by providing rapid, professional, and cost-effective maintenance of the wastewater collection system through courteous, productive and beneficial interactions with the citizens of San Bruno.*

### **PROGRAMS**

The Wastewater Division of the Public Works Department is responsible for the wastewater collection system throughout the City including all sewer mains, manholes, the right-of-way portion of house laterals, seven lift stations and two San Mateo County Flood Control District pump stations.

Wastewater treatment is handled under a Joint Powers Agreement with the City of South San Francisco (SSF). Approximately 3.4 million gallons of effluent per day are pumped from San Bruno through the Shaw Road Pump Station to be treated at the jointly owned SSF-SB Water Quality Control Facility. The treatment facility, which is located on Belle Air Road just north of San Francisco International Airport in the City of South San Francisco, is operated and maintained by the City of South San Francisco, which also administers the State-mandated Water Quality Control and Industrial Waste Discharge Program. Treated wastewater is discharged 2 miles out into San Francisco Bay via a joint outfall pipeline shared by the cities of San Bruno, South San Francisco, Millbrae, Burlingame, Colma and the San Francisco Airport.

The primary services provided include:

#### **▪ OPERATIONS & MAINTENANCE**

Wastewater completes routine preventative maintenance on mains, laterals, and pump stations, and emergency response to blockages, sanitary sewer overflows, and equipment failures. Wastewater completes routine activities including line flushing, video inspection, vector control, and upgrades and repairs to lines throughout the system. Wastewater complies with the State mandated Sewer System Management Plan by completing the following:

- These activities include hydraulic cleaning of sewer mains, takes 40 hours a week, 52 weeks per year.
- Mechanical rodding of sewer mains, taking 480 hours of staff time, or approximately 60 days per year.
- Closed circuit video of sewer laterals and mains, takes 152 hours, or 19 days per year.
- Manhole inspection program, takes 44 days per year and 704 staff hours.
- Maintenance of sanitary sewer/storm pump stations, takes 40 hours a week for 52 weeks per year, and about 4,160 staff hours per year.

#### **▪ REPLACEMENT & IMPROVEMENT**

Wastewater provides minor capital project management and contract administration for needed repairs.

#### **▪ TREATMENT**

Wastewater ensures compliance with mandates and reporting requirements of regulatory agencies including adherence with National Pollution Discharge Elimination System (NPDES) requirements.

▪ **UTILITY SYSTEM MAPPING AND INVENTORY**

Wastewater provides upkeep of system-wide mapping and inventory maintenance.

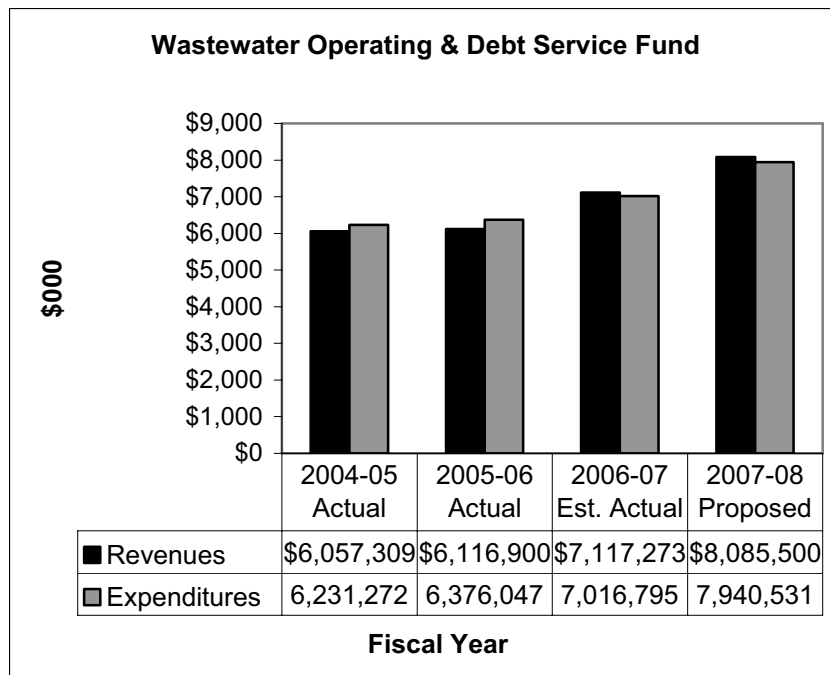
**PRIORITY FOCUS**

The Wastewater Division places an emphasis on customer service through timely and regular maintenance of the sewer collection system and utilization of preventative maintenance practices. The Division makes regular use of high-pressure hydraulic cleaning methods such as the Vactor and jetter trucks. The Vactor truck removes debris and grease from sewer mains and pump station wet wells. The jetter truck handles all emergency sewer calls (mains and laterals) and is used five days per week in preventative maintenance of known trouble locations that require weekly preventative maintenance (41 sewer main locations). The Division also is obligated to perform administrative and operational functions to stay compliant with all Federal and State regulations such as the prompt and accurate reporting of any Sanitary Sewer Overflows as well as other mandated annual reports.

The adequacy of the sewer collection system and system capacity are vital infrastructure ingredients necessary for the commercial redevelopment of parcels in the community, which assists in developing a strong economic base that promotes economic vitality for the City. The Wastewater Master Plan adopted in 2000 has guided past priorities for system improvements, and will be reviewed to ensure that the City Council's Priority Focus Goals are integral in setting priorities for recommended capital improvements in 2007-08.

**PROGRAM RESOURCES**

Delivery of the Division's core services during fiscal year 2007-08 will require an expenditure budget of \$6,005,496 and personnel resources of 14.60 full time employees.



## REVENUES

The Wastewater Division is funded entirely by Wastewater Enterprise Fund revenue derived from the utility rates charged to residents and businesses based on their service charges and winter water consumption. These rates were revised in 2006-07 to reflect the increased cost of providing wastewater treatment and replacement of the system's aging infrastructure. In addition, adequate revenue based on variable rates must be maintained in order to cover bond covenants and conditions.

Revenue	2004-05 Actual	2005-06 Actual	2006-07 Est. Actual	2007-08 Proposed
Wastewater Service Billing	\$5,649,411	\$5,713,850	\$6,750,000	\$7,762,500
Interest & Investment Earnings	127,337	247,273	0	0
Capacity Charges	255,135	55,921	95,000	0
Other Charges	25,425	99,856	0	0
Total Revenues	<u>\$6,057,309</u>	<u>\$6,116,900</u>	<u>\$6,845,000</u>	<u>\$7,762,500</u>

## EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 25% for personnel costs and 75% for operations and professional services. Just over half of the expenditure under this budget is allocated to cover the cost of San Bruno's share of operating and maintaining the SSF-SB Water Quality Control Facility. Other non-personnel expenditures under this budget are paid primarily to cover the cost of supplies and materials necessary to maintain and repair the wastewater collection system.

Expenditures	2004-05 Actual	2005-06 Actual	2006-07 Est. Actual	2007-08 Proposed
Operations	\$4,118,213	\$4,662,935	\$4,682,915	\$5,506,651
Debt Service	2,030,797	1,614,267	1,835,035	1,935,035
Transfer to Capital	82,262	98,845	498,845	498,845
Total Expenditures	<u>\$6,231,272</u>	<u>\$6,376,047</u>	<u>\$7,016,795</u>	<u>\$7,940,531</u>

## PERSONNEL

### Personnel Summary

Public Works Department	General Fund		Water Fund		Stormwater	Wastewater Fund	Internal Service	Special Revenue	
Classification	Admin & Eng.	Streets	Supply	Distrib.	Operations	Operations	Central Garage	Solid Waste	Total
Director	0.25	0.15	0.15	0.15	0.00	0.25	0.05	0.00	1.00
Deputy Dir. Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Dir. Utilities	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Water Resources Manager	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
CIP Manager	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Services Manager	0.00	0.25	0.50	0.50	0.25	0.50	1.00	0.00	3.00
Principal Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	0.50	0.00	0.00	0.50	0.00	0.00	3.00
Field Supervisor	0.00	0.75	0.30	0.70	0.25	1.00	0.00	0.00	3.00
Water Quality Tech	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Management Analyst I/II	0.50	0.00	0.25	0.00	0.00	0.00	0.00	0.25	1.00
Engineering Tech	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	1.00	0.00	0.00	2.00	0.00	0.00	3.00
Senior Maintenance Worker	0.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	4.00	2.00	6.00	2.40	8.00	0.00	0.05	22.45
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.60	0.00	2.60
Secretary	2.00	0.25	0.50	0.50	0.00	0.50	0.25	0.00	4.00
<b>Total</b>	8.75	5.60	7.35	10.55	2.95	14.60	3.95	0.30	54.05

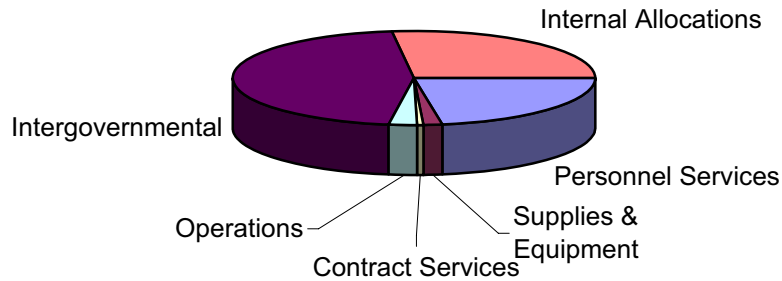
## 2006-07 ACCOMPLISHMENTS

- ✓ Completion of Phase I Rollingwood Sewer Relief project, with Phase II completion anticipated in late 2007, including Susan Drive Sewer Relief and installation of new force main for Sharp Park Pump Station.
- ✓ Completion of cross connection survey and removal of all cross connections to storm drainage system.
- ✓ Cleaned 185,000 feet of sewer main line and 1,916 manholes
- ✓ Glenview Park system upsizing completed as part of Phase I Rollingwood Project.
- ✓ Evaluation of all 1461 manholes for safety and condition.
- ✓ Began implementation of Computerized Maintenance Management System (CMMS) program

## **2007-08 GOALS & OBJECTIVES**

- ❑ Install Supervisory Control and Data Acquisition (SCADA) systems in the Division's seven sewer pump stations and the two County Flood Control pump stations through contract services. The system, which connects facilities to a central computer system, provides remote monitoring and operational capability, centralized and integrated motor controls, and more reliable emergency alarm notification, which is critical in complying with federal Environmental Protection Agency regulations and enhancing operational efficiencies.
- ❑ Completion of next phase of Computerized Maintenance Management System (CMMS).
- ❑ Evaluate the potential elimination of the Crystal Springs pump station by the construction of a new sewer main in Crystal Springs Road.
- ❑ Analyze existing sanitary sewer infrastructure and prioritize future pipeline replacement projects that will facilitate economic redevelopment of downtown properties.
- ❑ Continue to upgrade new master system maps as discrepancies are found.
- ❑ Continue implementation of Sanitary Sewer Management Plan (SSMP), meeting August 2007 deadline for legal authority, measures and activities, and design and construction standards.

## Public Works - Wastewater Operations 2007-08 Proposed Budget



	2007-08 PROPOSED	PERCENT OF TOTAL
Personnel Services	\$1,351,515	23%
Supplies & Equipment	98,000	2%
Contract Services	36,000	1%
Operations	153,148	3%
Intergovernmental	2,750,000	46%
Internal Allocations	1,616,833	27%
<b>GRAND TOTAL</b>	<b>\$6,005,496</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$909,606	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
111 REGULAR PART-TIME SALARY	7,400	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
120 OVERTIME	126,250	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
200 EMPLOYEE BENEFITS	308,259	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL FOR PERSONNEL SERVICES</b>	<b>\$1,351,515</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$7,000	Office supplies including copier paper, printer ink cartridges, and pencils and pens.
311 GAS & OIL	24,000	Fuel and oil for trucks and other vehicles assigned to Wastewater.
313 UNIFORMS/SAFETY EQUIP	10,000	Safety shoes and equipment for personnel, uniforms for personnel.
314 FIELD SUPPLIES	20,000	Sewer pipe, couplings, manhole frames, and covers. Inventory needed to prepare for unexpected emergency repairs such as an earthquake or other disasters.
331 BLDG, YARD, SHOP SUPPLIES	6,000	Small tools and hardware to maintain the wastewater system, that are worn or lost because of the severe environment and conditions.
335 ASPHALTIC MATERIALS	16,500	Repair of streets and sidewalks following sewer line breaks.
350 TOOLS & EQUIP	8,000	Shoring equipment to comply with OSHA regulations.
351 OFFICE EQPT./FURNISH	6,500	Storage/file cabinets to hold multiple files. Shelving for study guides and binders. Replacement chairs and desks.
<b>SUBTOTAL FOR SUPPLIES &amp; EQUIPMENT</b>	<b>\$98,000</b>	

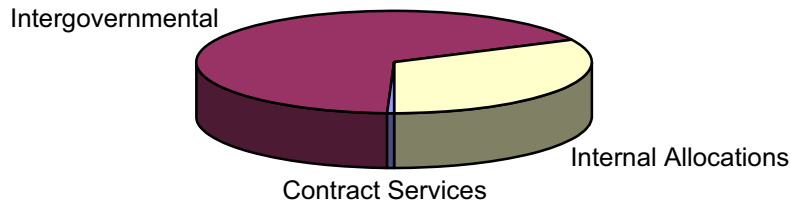
CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROF SERVICES	\$22,000	Outside testing of S.S.O's (\$6,000); consultation services for complex projects not in CIP (\$6,000); pre-sanitary pumping station safety audit study (\$10,000).
409 OTHER SERVICES-MISC	14,000	Lab testing per state requirements for identification of sewer spills; (\$2,000); water testing following small surface leaks (\$1,000); uniform cleaning/replacement of work apparel (\$3,500); SCADA implementation, licenses, and maintenance (4,000); on-call answering service (\$3,500).
<b>SUBTOTAL FOR CONTRACT SERVICES</b>	<b>\$36,000</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$6,115	Allocation of local and long distance office telephone charges, two dedicated fax lines, 10 mobile phones, and five pagers.
412 POSTAGE	200	Postage for correspondence including regular, certified, return receipt, and express/overnight mail.
461 UTILITIES	38,000	Electric and gas utility charges for seven sewer lift stations and one-third of the Corporation Yard's electrical cost.
471 OFFICE EQUIPMENT MAINTENANCE	300	Maintenance of Corporation Yard's main copier and fax machine.
476 CONTRACT REPAIR	36,500	Repair of damaged sewer lines surveyed during state-mandated video inspections and projects requiring specialized equipment.
490 RENTAL & LEASES	54,593	Rental charge for use of General Fund land by the wastewater enterprise fund.
501 DUES & MEMBERSHIPS	1,000	Maintenance Superintendents Association (\$60); C.W.E.A., 6 employees (\$720) and the American Public Works Association (\$130).
502 MEETINGS/CONFERENCES	3,500	Attendance of local meetings (\$1,140), W.E.F.T.E.C. conference (\$2,000); and Maintenance Superintendents Association meetings (\$360).
503 PUBLICATIONS & SUBSCRIPTIONS	840	California State University wastewater collections manuals (\$300); Metcalf & Eddy sewage collections and sewage pump station manuals (\$300); W.E.F. manuals of practice (\$ 240).
505 STAFF TRAINING	10,000	Training required to maintain compliance with State regulations such as the new Sewer System Management Plan and with the EPA.
508 MGMT.PROFESS.DEVEL.	1,500	Professional development reimbursement in accordance with MOU.
542 RADIO MAINTENANCE	600	
<b>SUBTOTAL FOR OPERATIONS</b>	<b>\$153,148</b>	



INTERGOVERNMENTAL	PROPOSED BUDGET	DESCRIPTION
562 WASTE TREATMENT - SSF	\$2,750,000	Operation and maintenance costs or treatment of San Bruno's wastewater at the jointly owned South San Francisco/San Bruno Water Quality Control Plant.
INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$253,077	Allocation of liability and workers' compensation claims and administration based on claims history.
572 PUBLIC WORKS ADMIN ALLOCATION	287,677	Allocation of administration provided by Public Works Administration and Engineering staff unrelated to capital projects.
573 GENERAL ADMIN ALLOCATION	268,952	Allocation of general administrative services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	10,788	Allocation of services provided by the Buildings & Facilities Internal Service including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	9,392	Allocation of services provided by the Technology Support Internal Service including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maint
578 CENTRAL GARAGE ALLOC	55,573	Allocation of services provided by the Central Garage Internal Service including maintenance and repair of the City's rolling-stock, administration of rolling stock purchases, and management of contract repair of rolling stock as necessary.
579 EQUIPMENT REPLACEMENT TRANSFER	498,845	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
580 REVENUE SERVICES ALLOCATION	231,948	Allocation of services provided by Revenue Services for the issuance, collection, and management of wastewater billings to over 11,000 customers.
592 ENERGY DEBT ALLOCATION	582	Allocation of lease-purchase debt service for improved energy efficiency at City buildings and facilities.
<b>SUBTOTAL FOR INTERNAL ALLOCATIONS</b>	<b>\$1,616,833</b>	
<b>GRAND TOTAL</b>	<b>\$6,005,496</b>	

**Public Works - Wastewater Debt Service  
2007-08 Proposed Budget**



	2007-08 Proposed	Percent of Total
Contract Services	\$10,000	1%
Intergovernmental	1,300,000	67%
Internal Allocations	625,035	32%
<b>GRAND TOTAL</b>	<b>\$1,935,035</b>	<b>100%</b>

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROFESSIONAL SERVICE	\$10,000	

INTERGOVERNMENTAL	PROPOSED BUDGET	DESCRIPTION
560 INTERGOVERNMENTAL- OTHER	\$1,300,000	Payment to City of South San Francisco for joint debt on treatment plant.

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
591 PRINCIPAL PAYMENT ON DEBT	\$195,000	
592 INTEREST PAYMENT ON DEBT	430,035	
<b>TOTAL INTERNAL ALLOCATIONS</b>	<b>\$625,035</b>	
<b>GRAND TOTAL</b>	<b>\$1,935,035</b>	

## **PUBLIC WORKS – STORMWATER DIVISION**

*The City of San Bruno Public Works – Stormwater Division is committed to providing rapid, professional, and cost-effective street sweeping and stormwater collection system maintenance services to the community. Our interaction will always be courteous, productive and beneficial to the citizens of San Bruno.*

### **PROGRAMS**

The City's Stormwater maintenance functions are performed by the Streets, Storm and Wastewater Division. The Division performs drainage channel and ditch maintenance, wet-weather slope protection on public lands, and maintains two San Mateo County Flood Control District pump stations under a contract reimbursement basis. The services provided include:

#### **STORM DRAINAGE SUPPORT & MAINTENANCE ACTIVITIES**

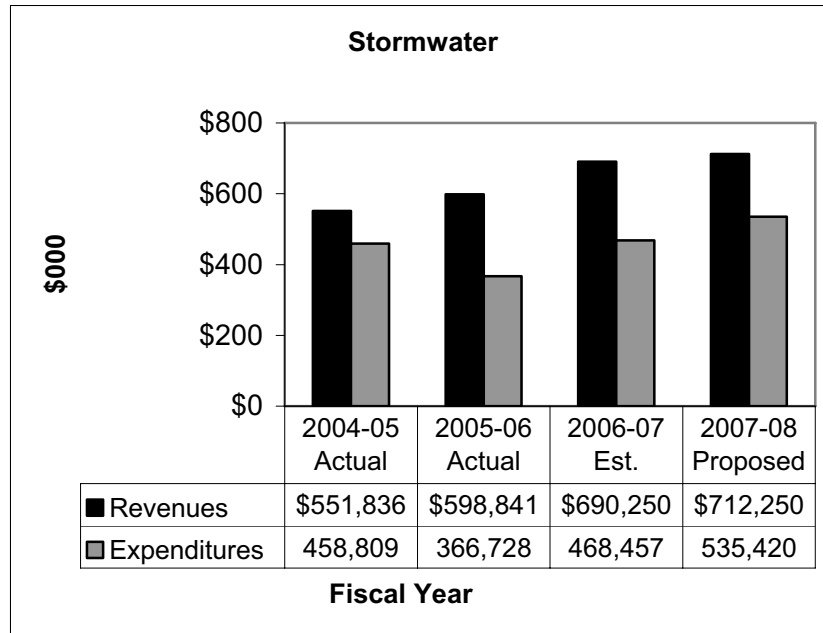
- **STREET SWEEPING**  
Stormwater provides twice per month sweeping of all City streets and City parking lots, daily sweeping of the downtown area, and a second sweeper to assist the primary street sweeper for leaf pickup during the fall season. Street Sweeping work is equivalent to 335 days per year.
- **SANDBAGS**  
Stormwater provides for public safety and protection of property by control of stormwater and reduction of erosion, and directing runoff into the City drainage system. 3,000 – 5,000 sandbags are filled and deployed per year.
- **VEGETATION REMOVAL**  
Stormwater removes vegetation and debris from channels and hillside valley gutters. This work takes approximately 60 days per year for hillside cleaning, and 30 days per year for valley gutter cleaning.
- **CLEANING AND DRAINAGE CLEARANCE**  
Stormwater cleans inlets, storm drains and drainage pipelines, cleaning 1,194 catch basins annually, and taking approximately 60 days per year on grate cleaning. Video inspection of 10 storm drain lines is done annually, along with cleaning and maintenance of key pump station facilities to assure adequate flow of stormwater to the collection system taking these waters to the San Francisco Bay.

### **PRIORITY FOCUS**

The Stormwater Fund provides resources for the twice per month sweeping of all City streets and City parking lots, the daily sweeping of downtown San Mateo Avenue, and a second sweeper for Fall leaf pickup. These program efforts enhance the City's appearance and image that is responsive to community needs and interests along programs such as all storm inlets and lines cleaned prior to the rainy season, an average of 5,000 sandbags ready for use before the rainy season, valley gutter maintenance, vegetation removal that may impede storm drainage, hillside maintenance and inspections during severe storms, and contract maintenance of the County's two stormwater pumping stations located in the City.

## PROGRAM RESOURCES

Delivery of the Division's core services during fiscal year 2007-08 will require an expenditure budget of \$535,420 and personnel resources 2.95 full time employees. As an enterprise fund, the Stormwater Fund is fully funded by a drainage parcel fee assessed against all properties as a function of the parcel type and potential for drainage runoff.



## REVENUES

As an enterprise fund, the Stormwater Division is completely dependent on revenues derived from a drainage fee applied against all parcels and collected with the property tax. These fees remain stable unless the City Council approves the process of a Proposition 218 compliant positive vote for an increase to these fees. A positive vote means 50% plus 1 approval of identified increased rates by impacted property owners.

Revenue	2004-05 Actual	2005-06 Actual	2006-07 Budget	2007-08 Proposed
Stormwater Assessment	\$546,589	\$539,708	\$542,250	\$542,250
State Hwy Streetsweep Reimb	0	0	0	25,000
50/50 Streetsweeping Reimb	0	0	0	70,000
Interest Earnings	5,247	59,133	0	75,000
<b>Total Revenues</b>	<b>\$551,836</b>	<b>\$598,841</b>	<b>\$542,250</b>	<b>\$712,250</b>

## EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 46% for personnel costs and 54% for operations and professional services.

Expenditures	2004-05 Actual	2005-06 Actual	2006-07 Budget	2007-08 Proposed
Operations	\$228,809	\$300,213	\$407,442	474,405
Transfer to Capital	230,000	66,515	61,015	61,015
Total Expenditures	\$458,809	\$366,728	\$468,457	535,420

## PERSONNEL

### Personnel Summary

Public Works Department	General Fund		Water Fund		Stormwater	Wastewater Fund	Internal Service	Special Revenue	
Classification	Admin & Eng.	Streets	Supply	Distrib.	Operations	Operations	Central Garage	Solid Waste	Total
Director	0.25	0.15	0.15	0.15	0.00	0.25	0.05	0.00	1.00
Deputy Dir. Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Dir. Utilities	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Water Resources Manager	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
CIP Manager	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Services Manager	0.00	0.25	0.50	0.50	0.25	0.50	1.00	0.00	3.00
Principal Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	0.50	0.00	0.00	0.50	0.00	0.00	3.00
Field Supervisor	0.00	0.75	0.30	0.70	0.25	1.00	0.00	0.00	3.00
Water Quality Tech	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Management Analyst I/II	0.50	0.00	0.25	0.00	0.00	0.00	0.00	0.25	1.00
Engineering Tech	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	1.00	0.00	0.00	2.00	0.00	0.00	3.00
Senior Maintenance Worker	0.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	4.00	2.00	6.00	2.40	8.00	0.00	0.05	22.45
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.60	0.00	2.60
Secretary	2.00	0.25	0.50	0.50	0.00	0.50	0.25	0.00	4.00
<b>Total</b>	8.75	5.60	7.35	10.55	2.95	14.60	3.95	0.30	54.05

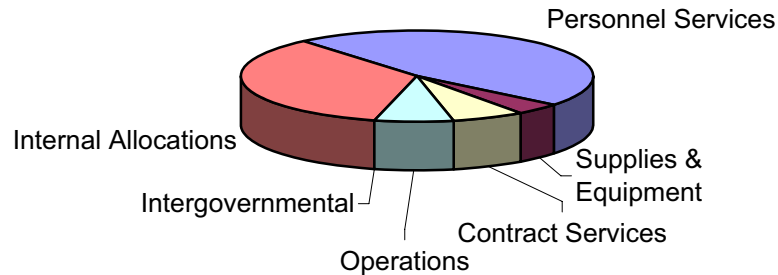
## **2006-07 ACCOMPLISHMENTS**

- ✓ To minimize wet weather impacts, cleaned stormdrain lines and catch basins prior to rainy season
- ✓ Maintained storm drainage system through rainy season with proactive and responsive actions to reduce or eliminate property damage

## **2007-08 GOALS & OBJECTIVES**

- ❑ Continue to schedule twice per month sweeping of all City streets and City parking lots, and daily sweeping of downtown San Mateo Avenue
- ❑ Advocate for multi-year permitting by County and State agencies for dredging and cleaning of flood control channels to ensure timely future response to wet weather conditions in San Bruno. In addition, the Stormwater Division assist in facilitating multi-year cleaning of multiple storm drainage starting at the east curb of Huntington and San Antonio Avenues that flow through other agency's property.

**Public Works - Stormwater  
2007-08 Proposed Budget**



	2007-08 Proposed	Percent of Total
Personnel Services	\$251,532	47%
Supplies & Equipment	22,330	4%
Contract Services	36,000	7%
Operations	38,000	7%
Intergovernmental	200	0%
Internal Allocations	187,358	35%
<b>Grand Total</b>	<b>\$535,420</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$177,492	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
111 REGULAR PART-TIME SALARY	14,200	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
200 EMPLOYEE BENEFITS	59,840	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL FOR PERSONNEL SERVICES</b>	<b>\$251,532</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
311 GAS & OIL	\$7,900	Fuel for vehicles assigned to Stormwater.
313 UNIFORMS/SAFETY EQUIP	2,300	Safety shoes and equipment for personnel, uniforms for personnel.

***Supplies & Equipment (Cont.)***

314 FIELD SUPPLIES	5,500	Pipes, couplings, manhole frames, and covers. Inventory for emergency repairs such as an earthquake or other disasters.
322 STORM SUPPLIES	5,100	Materials and supplies needed during winter storm season.
331 BLDG, YARD, SHOP SUPPLIES	1,530	Replacement small tools and hardware to maintain the stormwater system such as hammers, clamps, screw drivers, pliers, and wrenches.

<b>SUBTOTAL FOR SUPPLIES &amp; EQUIPMENT</b>	<b>\$22,330</b>
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CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROF SERVICES	\$35,000	Redevelopment of storm drainage system in Lomita Park Area. Removal of vegetation from drainage ways and concrete ditches in remote locations including related engineering and environmental consulting. services.

409 OTHER SERVICES-MISC	1,000	Uniform cleaning services.
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<b>SUBTOTAL FOR CONTRACT SERVICES</b>	<b>\$36,000</b>
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OPERATIONS	PROPOSED BUDGET	DESCRIPTION
476 CONTRACT REPAIR	\$20,000	Repair and reconstruction of catch basins and drainage systems based on survey data.
490 RENTAL & LEASES	16,000	Standby pumps for use during winter rain period.
501 DUES & MEMBERSHIPS	125	Membership in the Maintenance Superintendents Association and the American Public Works Association.
502 MEETINGS & CONFERENCES	500	Local meetings and conferences such as Maintenance Superintendents Association.
503 PUBLICATIONS & SUBSCRIPTIONS	100	Publications and subscriptions by job related professional organizations.



**Operations (Cont.)**

505 STAFF TRAINING	1,000	Study material and seminars associated with stormwater maintenance.
508 MANAGEMENT/ PROFESSIONAL DEVEL.	275	Professional development reimbursement per MOU.
<b>SUBTOTAL FOR OPERATIONS</b>	<b>\$38,000</b>	

<b>INTERGOVERNMENTAL</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
541 COUNTY SERVICE CHARGES	\$200	

<b>INTERNAL ALLOCATIONS</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
571 SELF INSURANCE ALLOC.	\$26,380	Allocation of liability and workers' compensation claims and administration based on claims history.
572 PUBLIC WORKS ADMIN ALLOC.	13,076	Allocation of administration provided by Public Works Administration and Engineering staff unrelated to capital projects.
573 GENERAL ADMIN ALLOC.	24,436	Allocation of general administrative services provided to this fund based on the cost allocation plan conducted in 2005-06.
577 INFORM.TECH. ALLOC	1,211	Allocation of services provided by the Technology Support Internal Service including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
578 CENTRAL GARAGE ALLOC	61,239	Allocation of services provided by the Central Garage Internal Service including maintenance and repair of the City's rolling-stock, administration of rolling stock purchases, and management of contract repair of rolling stock as necessary.
579 EQUIPMENT REPLACEMENT TRANSFER	61,015	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
<b>SUBTOTAL FOR INTERNAL ALLOCATIONS</b>	<b>\$187,358</b>	
<b>GRAND TOTAL</b>	<b>\$535,420</b>	

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## **PUBLIC WORKS – CENTRAL GARAGE DIVISION**

*The Central Garage serves the citizens of San Bruno by providing City employees with operable, well-maintained vehicles and equipment necessary to conduct municipal business.*

### **PROGRAMS**

The Central Garage Division is responsible for managing and maintaining the City's non-Fire vehicles and major equipment, monitoring life-cycle costs and providing recommendations for the vehicle replacement program, development of specifications for and purchase of replacement vehicles, and disposal of City vehicles for salvage value at the end of their serviceable life. The primary services provided include:

- **SCHEDULED PREVENTIVE MAINTENANCE**  
Garage provides service and safety inspection every 3,000 miles for 14 police patrol vehicles, and service and safety inspections for 114 other vehicles every 5,000 miles or annually, and additional safety inspections every 45 to 90 days for safety-sensitive equipment.
- **NON-SCHEDULED REPAIR**  
Garage provides timely and cost effective repairs that are performed in-house or by contract; contract repairs typically include transmission repair, front-end alignment, and body work/painting, as well as warranty or other cost-saving work.
- **SMALL EQUIPMENT MAINTENANCE/REPAIR**  
Garage provides regularly scheduled and custom repair to a wide variety of tools and equipment.
- **ACQUISITION & DISPOSAL**  
Garage supplies timely and efficient procurement, set up, and disposal of two to three police patrol vehicles and approximately ten other vehicles annually, including review of opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.
- **SUPPORT SERVICES**  
Garage provides general use vehicles for City employees who do not regularly use a City vehicle in the performance of their duties. Garage conducts commercial drivers license testing, and supplies ongoing training for commercial drivers for the City's departments.

### **PRIORITY FOCUS**

The Central Garage is a customer service Division responsible for providing support to all non-fire City departments in the areas of fleet maintenance, support services, and new acquisitions and disposal of surplus vehicles and equipment.

Excellence in customer service delivery is the key goal of the Division in 2007-08. By providing a well-maintained and serviceable vehicle fleet and equipment inventory, the Division supports departments in their efforts to fulfill Priority Focus goals.

## PROGRAM RESOURCES

Delivery of the Division's core services during fiscal year 2007-08 will require an expenditure budget of \$637,804 and personnel resources of 3.95 full time employees.

## REVENUES

As an Internal Service Fund, the department will recover all of its expenditures through allocations to user departments.

## EXPENDITURES

As with prior years, the Department's expenditure appropriation is split 56% for personnel costs and 44% for operations and professional services.

## PERSONNEL

### Personnel Summary

Public Works Department	General Fund		Water Fund		Stormwater	Wastewater Fund	Internal Service	Special Revenue	
Classification	Admin & Eng.	Streets	Supply	Distrib.	Operations	Operations	Central Garage	Solid Waste	Total
Director	0.25	0.15	0.15	0.15	0.00	0.25	0.05	0.00	1.00
Deputy Dir. Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Dir. Utilities	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Water Resources Manager	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
CIP Manager	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Services Manager	0.00	0.25	0.50	0.50	0.25	0.50	1.00	0.00	3.00
Principal Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	0.50	0.00	0.00	0.50	0.00	0.00	3.00
Field Supervisor	0.00	0.75	0.30	0.70	0.25	1.00	0.00	0.00	3.00
Water Quality Tech	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Management Analyst I/II	0.50	0.00	0.25	0.00	0.00	0.00	0.00	0.25	1.00
Engineering Tech	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	1.00	0.00	0.00	2.00	0.00	0.00	3.00
Senior Maintenance Worker	0.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	4.00	2.00	6.00	2.40	8.00	0.00	0.05	22.45
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.60	0.00	2.60
Secretary	2.00	0.25	0.50	0.50	0.00	0.50	0.25	0.00	4.00
<b>Total</b>	<b>8.75</b>	<b>5.60</b>	<b>7.35</b>	<b>10.55</b>	<b>2.95</b>	<b>14.60</b>	<b>3.95</b>	<b>0.30</b>	<b>54.05</b>

Personnel allocated to the Central Garage budget remains unchanged from fiscal year 2006-07 levels. The current personnel allocation is considered to be the minimum level at which it is possible to sustain an effective in-house fleet maintenance operation for a fleet of San Bruno's size.

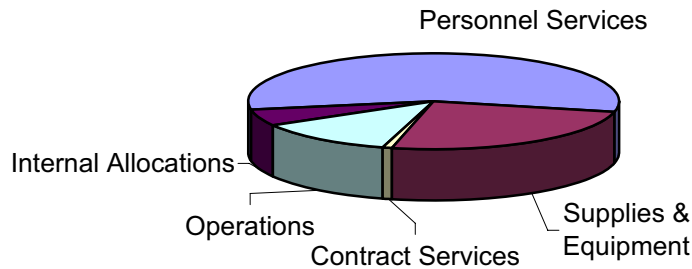
## **2006-07 ACCOMPLISHMENTS**

- ✓ Passed the annual California Highway Patrol fleet inspection that certifies that the fleet owner's vehicles are inspected and maintained to comply with all applicable requirements. This is the fifteenth consecutive year the Central Garage has been certified.
- ✓ Maintained smog certificates and records with no failed smog tests
- ✓ Passed annual California Department of Motor Vehicles employer testing program audit for the fifth consecutive year

## **2007-08 GOALS & OBJECTIVES**

- Continue to meet the demands of user departments in professional and cost effective manner
- Continue to develop an accurate and meaningful database of fleet costs and other management information
- Review of opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution

**Public Works - Central Garage  
2007-08 Proposed Budget**



	2007-08 Proposed	Percent of Total
Personnel Services	\$359,765	56%
Supplies & Equipment	158,750	25%
Contract Services	6,700	1%
Operations	77,615	12%
Internal Allocations	34,974	5%
<b>GRAND TOTAL</b>	<b>\$637,804</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$269,501	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
120 OVERTIME	500	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
200 EMPLOYEE BENEFITS	89,764	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, and other benefits.
<b>SUBTOTAL FOR PERSONNEL SERVICES</b>	<b>\$359,765</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$500	Office supplies needed for daily operations.
311 GAS & OIL	2,750	Fuel for Garage and pool vehicles.

***Supplies & Equipment (Cont.)***

313 UNIFORMS/SAFETY EQUIP	1,000	Replacement worn and damaged clothing.
325 PETROLEUM-BULK PROD	4,500	Motor oil and bulk petroleum products needed for City vehicles and equipment.
331 BLDG, YARD, SHOP SUPPLIES	3,500	Vehicle diagnostic scanner cartridges and small tools and shop supplies.
340 REPAIR PARTS	140,000	Repair parts and accessories, preventive maintenance filters and supplies, equipment repair parts, emergency equipment, and tires for City vehicles and equipment.
350 TOOLS & EQUIP	5,500	Replacement tire changer replacing outdated unit incompatible with new vehicles.
351 OFFICE EQPT./FURNISH	1,000	Replacement of office furnishings.
<b>SUBTOTAL FOR SUPPLIES &amp; EQUIPMENT</b>	<b>\$158,750</b>	

<b>CONTRACT SERVICES</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
409 OTHER SERVICES-MISC	\$6,700	Waste oil disposal (includes oil picked up on street), tire disposal (includes tires picked up on street), car wash for City vehicles, laundry services, and County Haz-Mat fee.
<b>TOTAL CONTRACT SERVICES</b>	<b>\$6,700</b>	

<b>OPERATIONS</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
411 COMMUNICATIONS	\$1,100	Internal allocation charges for phones and phone service; monthly charges for modems and fax lines.
461 UTILITIES	3,700	Allocation of garbage services provided to the corporation yard.
471 OFFICE EQUIPMENT MAINTENANCE	2,000	Maintenance agreement for Square Rigger fleet basic C.M.M.S. software.
477 CONTRACT EQUIP REPAIR	65,000	Contract repair of City vehicles and equipment including transmissions, inspections for boom trucks, smog inspections, body repair, and auto upholstery.
501 DUES & MEMBERSHIPS	240	Maintenance Superintendents Association and Public Fleet Supervisors Association.

**Operations (Cont.)**

502 MEETINGS/CONFERENCES	1,500	CFN Fleet Management Conference.
503 PUBLICATIONS & SUBSCRIPTIONS	3,000	Shop Key, online repair manual subscription and equipment repair manuals.
505 STAFF TRAINING	500	Training for Garage staff.
508 MGMT.PROFESS.DEVEL.	575	Professional development reimbursement in accordance with MOU.

<b>SUBTOTAL FOR OPERATIONS</b>	<b>\$77,615</b>
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INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$12,930	Allocation of liability and workers' compensation claims and administration based on claims history.
576 BLDG.FACIL.ALLOC.	3,561	Allocation of services provided by the Buildings & Facilities Internal Service including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	5,452	Allocation of services provided by the Technology Support Internal Service including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
579 EQUIPMENT REPLACEMENT TRANSFER	12,837	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
596 ENERGY DEBT ALLOC.	194	Allocation of lease-purchase debt service for improved energy efficiency at City buildings and facilities.
<b>SUBTOTAL FOR INTERNAL ALLOCATIONS</b>	<b>\$34,974</b>	
<b>GRAND TOTAL</b>	<b>\$637,804</b>	



# **COMMUNITY DEVELOPMENT DEPARTMENT**

PLANNING DIVISION

BUILDING INSPECTION & CODE ENFORCEMENT DIVISION

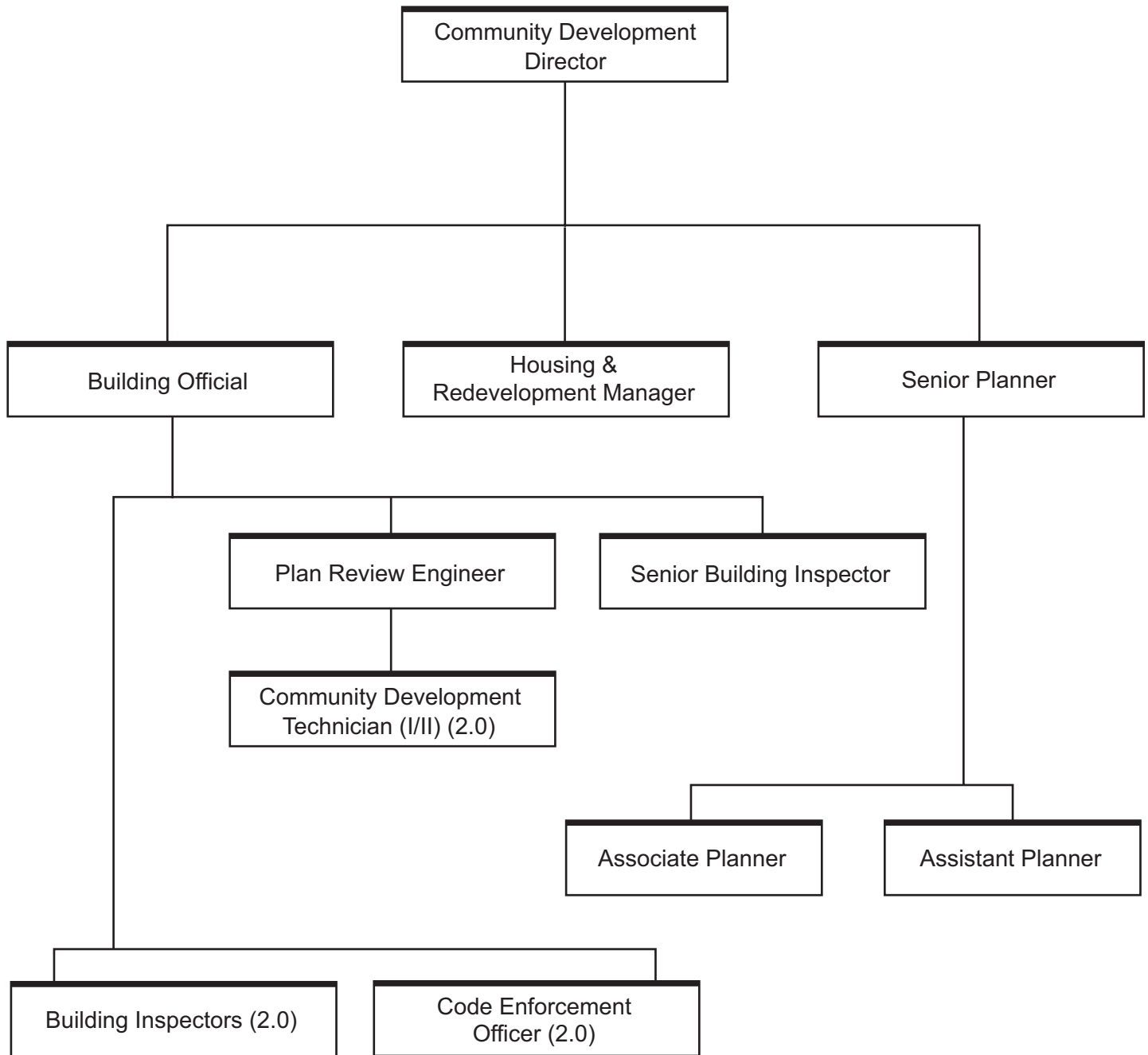
REDEVELOPMENT - OPERATIONS DIVISION

REDEVELOPMENT – LOW/MODERATE INCOME HOUSING DIVISION

REDEVELOPMENT – DEBT SERVICE

COMMUNITY DEVELOPMENT SURCHARGES

# COMMUNITY DEVELOPMENT DEPARTMENT



## **COMMUNITY DEVELOPMENT - PLANNING DIVISION**

*The City of San Bruno Community Development Department provides efficient and pro-active customer service to enhance the safety and quality of life for all citizens and act as a catalyst for innovative economic development and public policy development.*

### **PROGRAMS**

Community Development's Planning Division is responsible for land development review project management and application processing, including environmental review, plan check and inspection, long range planning, General Plan preparation and the analysis and processing/project management of all development applications. The following programs summarize the most significant that the division provides:

- **DEVELOPMENT REVIEW (CURRENT PLANNING)**  
Planning staff is responsible reviews proposed development projects within the city of San Bruno, including review of building permit applications, sign permits, certificates of occupancy, business license applications for new businesses, Planning Commission-related applications such as general plan amendments, rezoning, commercial and residential use permits, variances, minor modifications, subdivisions, second dwelling units, and Architectural Review permits involving site plan and architectural review and façade improvement program applications. Planning staff review ensures improvement of the subject property, positive impact on the City, as well as consistency with the city's general plan, zoning Code and other state and local codes and ordinances, such as CEQA. This program also includes regular updates of procedures, applications and handouts so that they are clear and valuable to applicants in guiding them through the development process.
- **LONG RANGE PLANNING**  
Long range planning establishes the framework for future developments through the creation of a General Plan or area specific plan. Planning staff creates and maintains these documents to ensure that they are consistent with city ordinances, state and federal requirements as well as current development projects.
- **ZONING CODE MAINTENANCE**  
The zoning code is periodically updated as a result of City Council decision, revisions to the General Plan, amendments to state and federal law, need to remove impediments to the development process or changes to planning practice.
- **SPECIAL STUDIES & PROJECTS**  
Periodically the need to conduct special studies and projects arises. Examples include downtown parking studies, developing and implementing a new newsrack program, applying for grants, and participating in regional planning efforts.
- **CODE ENFORCEMENT SUPPORT**  
Most building code-related violations require either Planning Commission or administrative Planning approval prior to obtaining a building permit as part of correcting a violation. Therefore, assistance and coordination with Planning staff is necessary for the code enforcement officer to provide comprehensive and accurate guidance on how to remedy a violation. Legalization or removal of existing in-law units is one example of this coordinated effort between divisions.

- **BUILDING DIVISION SUPPORT**

When smaller commercial and residential subdivisions are submitted to the Building Division for structural review, Planning staff reviews the proposals to ensure they comply with the zoning ordinance. During the construction phase of projects, Planning staff also conducts co-site visits inspections with the Building Inspectors to ensure the project is proceeding per the zoning code and conditions of approval.

## **PRIORITY FOCUS**

To comply with state law, the Division will complete the General Plan update for adoption and prepare and update the zoning code. These two documents are critical to the long range planning of the City, as well as to the development review process, in removing impediments to desired development and redevelopment and providing clear direction and long term vision for the City. The result will be an economically viable and attractive community.

Preparation of residential design guidelines will further assist in accomplishing these goals by providing staff a framework for consistent and thorough review of residential additions and providing designers and applicants a better understanding of the City's expectations and definition of quality design.

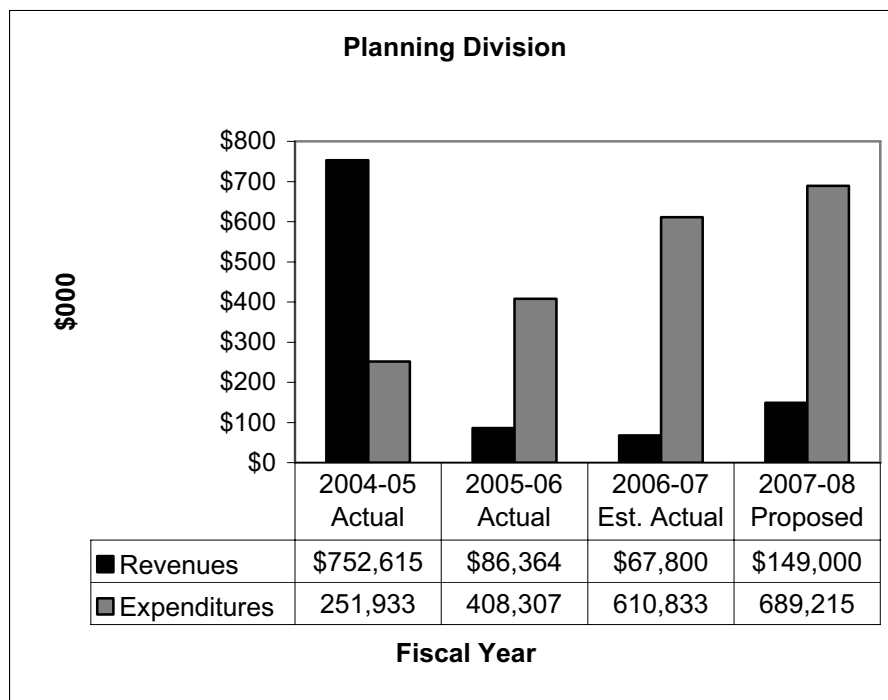
Per the direction of the City Council, the Department will also look to draft a Downtown Strategic Plan within the 07-08 fiscal year. This plan will take a detailed look at the downtown, setting detailed standards such as the design guidelines, while looking at broader aspects such as long-term uses for key sites.

Regarding regional efforts, the Planning Division has been actively involved in the Regional Housing Needs Assessment and the Grand Boulevard project. The Regional Housing Needs Assessment is designed to look at housing from a regional perspective, and in turn require cities to produce a proportional amount of housing. The Grand Boulevard Project is looking at what improvements cities can make to El Camino Real from a land use and engineering perspective, so pedestrians and automobiles can safely utilize the route. The Department will remain actively involved in both these efforts during the 07-08 fiscal year.

The Planning Division staff will assume a greater coordination role in the development review process to improve inter-departmental coordination and ensure complete and timely response to applicants. In addition, internally the Department will look at the planning and building processes as one Community Development process, rather than fragmented development entitlements. This will be facilitated by expanded use of the permit tracking system, preparation of an improved processing schedule and joint inspections and reviews throughout the development process. The Building Official and inspectors will be asked for input during the planning process and the planners will be more actively involved during the construction phase. Completion of an electronic zoning map, using the City's Geographic Information System (GIS), will enable accurate research by staff and better information available to the public. Electronic document imaging will soon take the place of the microfiche machine for new documents, and will allow the public to view quality archived documents easily.

In addition to the preparation of the above-mentioned documents, staff will finish implementation of the news rack installation program. While the news racks will be installed by the end of the 06-07 fiscal year, associated news rack zoning changes will be made in 07-08. These efforts are in response to the community's and City Council's needs and interests in enhancing the City's image and appearance.

## PROGRAM RESOURCES



### REVENUES

Revenue for this division is realized from planning application fees. The City completed a City wide cost recovery analysis and master fee schedule update in the 06-07 fiscal year. The new fees were adopted by the City Council in February, 2007 and will allow the Planning Division to recover 100% of its through the planning application fees. For larger projects, such a residential or commercial subdivisions, the applicant submits a proportional deposit, and City staff and consultants charge against this deposit on a time and materials basis.

### EXPENDITURES

With the General Plan nearing completion, the Zoning Code must be updated due to state law requiring the Zoning Code be consistent with the General Plan. \$60,000 was budgeted for this work in fiscal year 2006-07 and was not utilized, as the General Plan is not complete. This amount is included in fiscal year 2007-08 for project completion.

The Planning Division staffing was increased in fiscal year 05-06 and resources were allocated to professional services costs to improve the Division's ability to respond to the high level of larger scale, complex development applications. These expenditures continue in order to assure timely and complete development application review and processing.

## PERSONNEL

### Personnel Summary

Community Development Department	General Fund		Redevelopment Fund		
Classification	Planning Division	Building & Code Enforcement	Operations	Low/Mod Income Housing	Total
Community Devel. Director	0.50	0.00	0.35	0.15	1.00
Building Official	0.00	0.80	0.10	0.10	1.00
Redevelopment Manager	0.00	0.00	0.65	0.35	1.00
Senior Planner	0.50	0.00	0.35	0.15	1.00
Plan Check Engineer	0.00	1.00	0.00	0.00	1.00
Senior Building Inspector	0.00	1.00	0.00	0.00	1.00
Building Inspector	0.00	1.60	0.20	0.20	2.00
Associate Planner	0.50	0.00	0.35	0.15	1.00
Assistant Planner	0.50	0.00	0.35	0.15	1.00
Code Enforcement Officer	0.00	0.80	0.70	0.50	2.00
Community Devel. Tech I/II	0.50	0.80	0.55	0.15	2.00
Total	2.50	6.00	3.60	1.90	14.00

### 2006-07 ACCOMPLISHMENTS

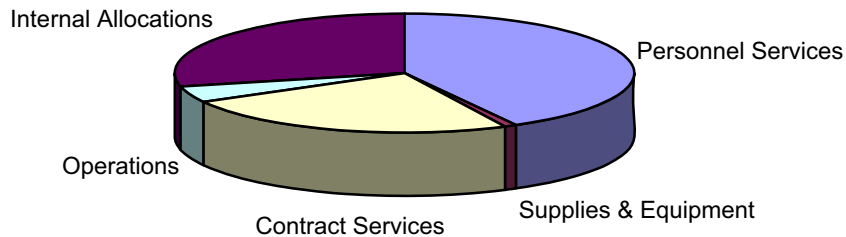
- ✓ Processed eighty (80) single-family home proposals to the Planning Commission
- ✓ Completed the Planned Use Permit and Tentative Map application review of the 70-unit Merimont subdivision.
- ✓ Completed plan review of the 350-unit condominium project at the Crossing.
- ✓ Provided technical assistance and inspections for the 185-unit Paragon Apartment building.
- ✓ Provided technical assistance and inspections for the 228-unit Village at the Crossing Senior building.
- ✓ Completed a comprehensive Master Fee Schedule update
- ✓ Actively participated in County coordination meetings regarding compliance with new NPDES requirements affecting planning application submittals.
- ✓ Provided technical data to support and participate in regional planning efforts and studies being conducted by ABAG, SamTrans and CCAG.

- ✓ Participated in the Citizens Advisory Committee's workshop process for the design of the CalTrain grade separation and station project.
- ✓ Participated in the Regional Housing Needs Assessment and Grand Boulevard projects

## **2007-08 GOALS & OBJECTIVES**

- ❑ Continue to develop a coordinated review between Departmental Divisions as well as City-wide Departments to ensure an effective and timely response to property owners and applicants.
- ❑ Complete and adopt the General Plan update
- ❑ Prepare and adopt the Zoning Code update.
- ❑ Prepare and adopt Residential Design Guidelines
- ❑ Prepare a Downtown Strategic Plan for adoption
- ❑ Implement improvements to the development review process to improve interdepartmental coordination and ensure complete and timely response to applicants.
- ❑ Complete the development of an interim use at 470 San Mateo Avenue and develop strategic plan for the long-term use of the site.
- ❑ Continue community and business outreach and education. This includes coordination with the Chamber of Commerce to better inform business owners of City programs, which helps improve their business.
- ❑ Complete training of new staff and develop existing staff.
- ❑ Update policies and procedures to implement the new NPDES requirements affecting preparation of planning application submittals.
- ❑ Prepare and adopt residential design guidelines to ensure consistent and thorough review of residential additions and improve quality of design.
- ❑ Finish implementing the new newspaper rack installation program, including ordinance amendments.
- ❑ Complete an electronic zoning map using the City's Geographic Information System (GIS) to enable accurate research and better information available to the public.

## Planning Division 2007-08 Proposed Budget



	2007-08 Proposed	Percent of Total
Personnel Services	\$288,272	42%
Supplies & Equipment	7,300	1%
Contract Services	165,000	24%
Operations	30,900	4%
Internal Allocations	197,743	29%
<b>Grand Total</b>	<b>\$689,215</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$210,512	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
120 OVERTIME	500	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
200 EMPLOYEE BENEFITS	77,260	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL FOR PERSONNEL SERVICES</b>	<b>\$288,272</b>	



SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$3,300	Supplies for daily operations (\$2,000); misc. supplies (\$2500); aerial maps (\$800).
302 COPIER CHARGES	4,000	Maintenance fee and toner for copier machine; monthly allocation of copier usage.
<b>SUBTOTAL FOR SUPPLIES &amp; EQUIPMENT</b>	<b>\$7,300</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROF SERVICES	\$165,000	Environmental Review (\$40,000) - 100% reimbursed; Architectural Design Review (\$15,000) - a majority will be reimbursed; contract planning services (\$50,000) - staff coverage for vacancies & project management for larger reimbursable projects, 50% will be reimbursable; Zoning Code update (\$60,000).

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$1,700	Internal allocation charges for phones and phone service; monthly charges for modems and fax lines.
412 POSTAGE	3,150	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
422 TRANSPORTATION ALLOW	3,300	Monthly auto allowance (\$274/month) in accordance with MOU for Director.
423 TRAVEL / VEHICLE USE	100	Reimbursement for business-related travel expenses.
431 ADVERTISING - LEGAL	3,000	Newspaper legal notices for Planning Commission hearings.
441 PRINTING & COPY WORK	4,250	Copies of General Plan & Zoning Code updates & front counter materials (\$1,750); Residential Design Guidelines (\$2,500).
471 OFFICE EQUIPMENT MAINTENANCE	500	Maintenance of microfiche, copier, and fax machine.
501 DUES & MEMBERSHIPS	1,400	APA dues for 2 members (\$500); AICP & APA dues for 2 members (\$900).

**Operations (Cont.)**

502 MEETINGS/CONFERENCES	6,000	APA State Conference in San Jose, 1 staff member (\$750); APA National Conference in Las Vegas for 1 staff member (\$1,750); League of CA Conference in Sacramento for 2 Planning Commissioners & 1 staff member (\$3,000); local planning seminars on stormwater, zoning, & other planning related educational opportunities (\$500). Continued education is a requirement of AICP membership.
503 PUBLICATIONS & SUBSCRIPTIONS	500	Annual updated California Environmental Quality Act (CEQA) books (\$300); misc. planning books (\$200).
505 STAFF TRAINING	4,000	Travel and attendance at CEQA training in Sacramento for 2 staff members (\$1,500); Cost for Subdivision Map Act training in SF for 1 staff member (\$500); GIS training from Lynx (\$2,000). GIS training is split with the Building and Redevelopment Divisions.
508 MGMT.PROFESS.DEVEL.	2,500	1 department head & 3 mid-managers in accordance with MOU.
509 TUITION REIMBURSE.	500	Tuition reimbursement for local extension class.
<b>SUBTOTAL FOR OPERATIONS</b>	<b>\$30,900</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$7,117	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADMIN ALLOC.	150,831	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	15,897	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	23,899	Allocation of services including general software application help desk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
<b>SUBTOTAL FOR INTERNAL ALLOCATIONS</b>	<b>\$197,743</b>	
<b>GRAND TOTAL</b>	<b>\$689,215</b>	

## **COMMUNITY DEVELOPMENT - BUILDING INSPECTION & CODE ENFORCEMENT DIVISION**

*The Building Inspection & Code Enforcement Division works to protect the health, safety and welfare of residents and visitors by ensuring the physical integrity of buildings and the elimination of nuisance and other violations of the San Bruno Municipal Code.*

### **PROGRAMS**

The Building Division is responsible for all aspects of building plan check and inspection services and code enforcement efforts. The primary services include:

- **BUILDING PLAN CHECK AND INSPECTION SERVICES**  
Building Inspection staff reviews building permit applications, issues building and related permits, checks plans, and inspects buildings and properties to ensure compliance with applicable building, mechanical, energy, disabled accessibility, plumbing, electrical and housing codes adopted by the City and State to ensure a safe and habitable building environment.
- **CODE ENFORCEMENT**  
Code Enforcement staff responds to code violations reported by the public and actively identifies and seeks compliance with nuisance, building and housing, news rack, and vehicle code violations to achieve a safe and attractive environment for city residents and businesses.
- **PLANNING DIVISION SUPPORT**  
Building Inspectors and Code Enforcement Officers perform inspections to ensure compliance with the Zoning Ordinance, Conditional Use Permits, Architectural Permits, and other Planning and Zoning issues. Code Enforcement staff acts as the enforcement arm of the Planning Division.
- **REDEVELOPMENT SUPPORT**  
Building Inspection staff assists Redevelopment in job specification, and technical support. Code Enforcement staff informs the public of redevelopment loans that may assist them in resolving code enforcement issues.

The Division continues to experience a high level of building permit and inspection activity. Effective code enforcement to eliminate nuisance and other code violations remains a high priority for the community and continues at a high level of activity.

### **PRIORITY FOCUS**

The Building Division's primary goal is to ensure safe structures are being built within the City of San Bruno. This is accomplished by keeping property owners and contractors informed of current regulations, while verifying jobs are completed in a safe and efficient manner. In fiscal year 06-07 the Division increased its effectiveness in this area, and will strive to continue this trend in 07-08.

To ensure safe and attractive completion of construction projects, the Division will continue to expand the practice of sending monthly pre-expiration letters to permittees by also sending certified mail to permittees and property owners that have expired permits. This continues to have an indirect effect

particularly on the economic vitality of the City's housing stock. The Division set priorities according to age of expiration and degree of potential hazard of un-inspected work. Permittees have been responding to this correspondence, and are appreciative of the Department's efforts thus far

Cross-training opportunities between code enforcement and building inspector personnel will provide better service delivery to those individuals involved in building-related code enforcement actions. Code Enforcement Officers that are cross-trained and certified are already providing additional support for building inspections, as they are needed. Cross training opportunities will be fully utilized using a Total Quality Management approach to be flexible and responsive to customer needs and increase efficiencies. Building Inspectors, Code Enforcement Officers and counter staff will attend building code related training through the International Code Council, the California Association of Building Officials, the California Association of Code Enforcement Officials, and other professional organizations, in order to be trained in the most current and cutting edge codes and procedures.

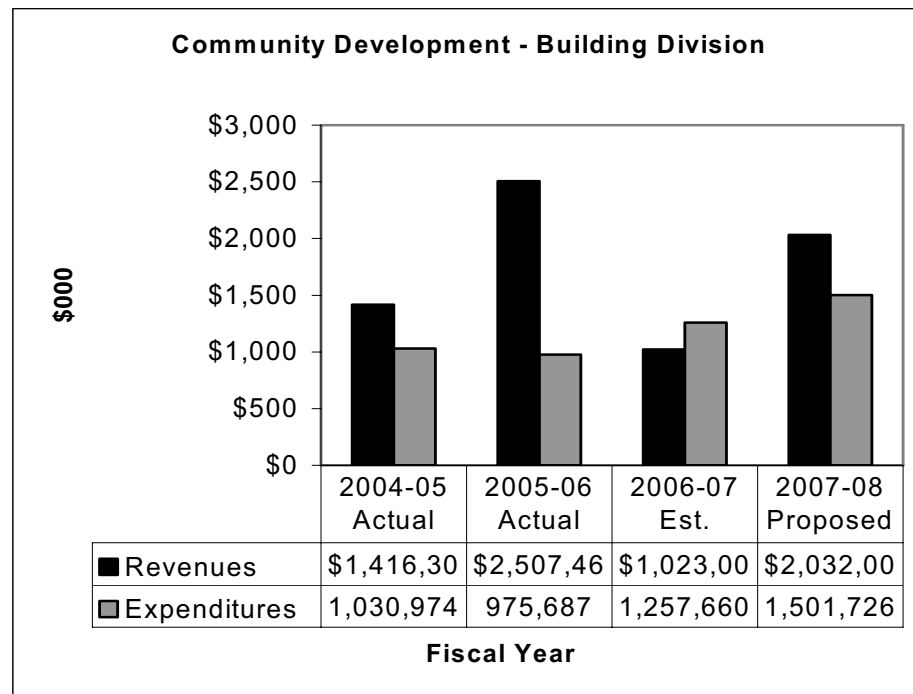
Staff will study procedures and techniques used by other jurisdictions. They will implement the best ideas to improve performance for San Bruno. This has already been started with a study of other peninsula cities' Code Enforcement and Counter Teams. This has encouraged us to have more staff trained as administrators of our Trak-It Permit computer system. A goal has also been set for field staff to become more electronically enabled through the use of palm pilots and field printers to enter inspection data, print correction notices, and access data in the field. Staff will study other jurisdictions to glean additional ideas and ways to improve our processes.

Additional improvements to front counter service have taken place with modifications to the permit tracking system to electronically monitor plan check routing and schedule inspections, as well as link code enforcement violation data to more easily ascertain compliance progress. These improvements have increased efficiencies by saving time for staff and customers. Additional training and use of the program will continue to improve our core competencies.

Space needs are necessitating archiving of records. Due to better technology and inconveniences to staff and customers needing to view microfilm records, transitioning to document imaging has begun with purchase and set-up of the system. A high-speed scanner was installed in May of 2007, which will be used to scan documents up to 11" x 17" in size. Larger plans and documents will be sent to a document imaging company. A 6 month pilot program may be implemented, in conjunction with the Fire Department Plan Check and the Fire Marshal, to have customers submit plans electronically, have the plans reviewed electronically, and approved and permits issued all electronically.

Code enforcement activity necessary to enhance the City's appearance and image, as well as ensure the safety of city residents and the built environment, will continue to be a primary focus within the Division. Use and recordation of Notices of Dangerous Buildings and Substandard Buildings will add to the tools able to be used by code enforcement staff to achieve quicker case closure. Closer management of the progress made by violators and further coordination with legal counsel will improve the percentage of closed cases. In addition, a weed and trash abatement program will be developed similar to the existing graffiti abatement program. Contractors could be utilized to proceed with abatements. Code Enforcement will more fully utilize remedies such as: Administrative Citations, Small Claims Court Actions for non-payment, compliance plans, receivership, inspection warrants, etc. Code Enforcement staff plans to increase efficiency through the use of technology and cross division training.

## PROGRAM RESOURCES



### REVENUES

The Building Inspection & Code Enforcement Division receives revenue through permit application and inspection fees. Currently, these fees recover the costs associated with Building Inspection. During fiscal year 06-07, a new fee schedule was implemented. A continuing high level of development service is anticipated as many larger development projects progress to completion. Building permit fees, which cover the cost of building inspection services, are payable prior to construction. As a consequence, the City receives significant revenue prior to completing the corresponding work effort. This situation can result in a high level of revenues being collected one year with work to be performed continuing into the next year. Major, long-term projects anticipated for 2007-2008 include:

- Completion of the parking structure for the SNK (The Crossings parcels 3 & 4) Condominium Project.
- The Shops at Tanforan's second new parking structure near JC Penney's is expected to be completed before Christmas 2007.
- Completion of the Cinemark movie theater on top of the Sears parking structure.
- Completion of ½ of the 70 homes of the Summerhill Homes development on the former Carl Sandburg school site.
- Completion of improvement plans for the Glenview Terrace Townhomes at 2880 San Bruno Avenue.

- Completion of improvement plans for the Cedar Grove Townhomes.
- The Treetops Apartments is expected to complete demolition.

### **EXPENDITURES**

A major component of the division's expenditure budget is for plan check review performed by an outside professional services firm. The volume of plan check activity may surpass fiscal year 06-07 due to a greater number of major projects progressing to the permitting process. A high percentage of expenditures for outside plan check review and building inspection have been recovered by fees for services paid for by the permit applicant. Thus, these services have been largely cost neutral to the City.

As a result of staffing increases approved in fiscal year 05-06, the Division anticipates the ability to reduce its need for outside plan check review. However, given the anticipated, simultaneous review of plan checks for several of the major projects, even with the increased staffing, outside plan check review will still be needed to a lesser degree. While the 07-08 budget expenditure is higher than 06-07, there is a projected higher plan check revenue than 06-07. The current contract for outside services allows 65% of the plan check fee to be collected by the consultant for those plan checks performed by the consultant. It is anticipated that plan checking for large projects will be performed in-house to maximize revenues and minimize time spent on plan checking for small projects.

Other notable components of the Division's expenditures budget include nuisance abatement to continue graffiti abatement and initiate weed and trash abatement programs, postage increases to cover certified mailing costs for the expired permit program and equipment and maintenance costs associated with transitioning from microfilming to document imaging as the preferred method of future archiving of the Division's records.

## PERSONNEL

### Personnel Summary

Community Development Department	General Fund		Redevelopment Fund		
Classification	Planning Division	Building & Code Enforcement	Operations	Low/Mod Income Housing	Total
Community Devel. Director	0.50	0.00	0.35	0.15	1.00
Building Official	0.00	0.80	0.10	0.10	1.00
Redevelopment Manager	0.00	0.00	0.65	0.35	1.00
Senior Planner	0.50	0.00	0.35	0.15	1.00
Plan Check Engineer	0.00	1.00	0.00	0.00	1.00
Senior Building Inspector	0.00	1.00	0.00	0.00	1.00
Building Inspector	0.00	1.60	0.20	0.20	2.00
Associate Planner	0.50	0.00	0.35	0.15	1.00
Assistant Planner	0.50	0.00	0.35	0.15	1.00
Code Enforcement Officer	0.00	0.80	0.70	0.50	2.00
Community Devel. Tech I/II	0.50	0.80	0.55	0.15	2.00
Total	2.50	6.00	3.60	1.90	14.00

### 2006-07 ACCOMPLISHMENTS

- ✓ Expanded use of the division's permit software and completed staff training to electronically track permitting and inspection activity
- ✓ Increased code compliance by restructuring Code Enforcement procedures and enforcement timelines, closer monitoring of case progress and improving coordination with legal counsel
- ✓ Completed the Master Fee Schedule update
- ✓ Increased proficiency in the Building Inspection Division through field training and inspector certifications
- ✓ Utilizing the phased expired permit reduction program: utilizing phase I, II, and III – Mailing pre- and post-expiration letters, and customers are contacting the division to re-establish their permits and complete work.
- ✓ Building Division staff attended and completed state-mandated inspection training
- ✓ Made additional pamphlets available for customers at the front counter

- ✓ Finalized the following large scale construction projects: Target and J.C. Penny's (Tanforan) renovations, tenant improvement projects at the Shops at Tanforan, The Village Apartments at the Crossing, and the majority of inspections of the Paragon Apartments at the Crossing
- ✓ Provided staffing for extended front counter hours of operation one evening a week
- ✓ Acquired the first hybrid vehicle to be used by the City, to reduce pollution and increase fuel efficiency.

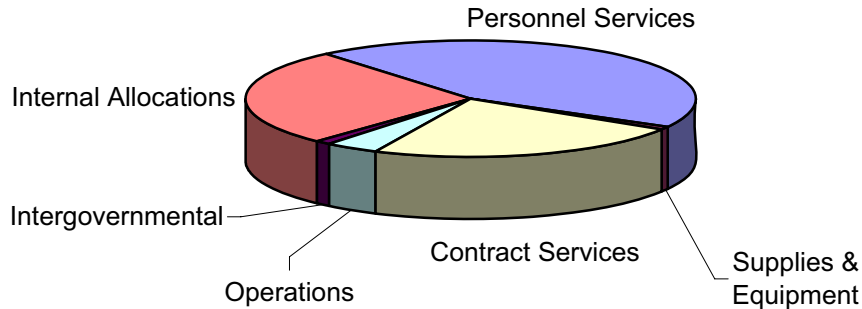
## **2007-08 GOALS & OBJECTIVES**

- ❑ Create a Building Officials Green Building Awards Program to recognize and promote Green Building
- ❑ Increase Green Building training for staff
- ❑ Modify the permit tracking software to allow inter- and intra-departmental tracking of plan checks, inspections, and code enforcement violations and compliance by electronically enabling staff
- ❑ Create additional pamphlets and improve the following forms and templates: code enforcement notices of violation and administrative citations, building permit application checklist and residential addition permit submittals for these pamphlets which will be made available at the front counter, as well as on the City's website
- ❑ Improve the website to make it more user friendly
- ❑ Create and utilize multi-media and video train and educate staff and customers
- ❑ Complete a policies and procedures manual to establish uniformity and improve understanding of division's operations
- ❑ Continue to improve the quality of buildings constructed within the City through better enforcement, education, training and inspector certifications programs
- ❑ Complete the evaluation and review of the Un-Reinforced Masonry (URM) Building program and inventory for safety compliance to protect and improve public safety
- ❑ Develop, implement and utilize a weed and garbage abatement program
- ❑ Continue inspector training program and obtain Continuing Educational Units (CEU's) as required by state mandate
- ❑ Increase percentage of "in house" plan checking by hiring a Plan Check Engineer, in order to provide expedited service to the public
- ❑ Continue the expired permit reduction program, and keep both the homeowner and contractor informed



- ❑ Continue training of inspection staff to include cross-training of building and code enforcement inspectors
- ❑ Set-up document imaging system to transition from microfilming to document imaging as the primary method of document archiving
- ❑ Continued coordination with the City Attorney to gain compliance on problem properties for Code Enforcement
- ❑ Implement plans to increase efficiencies to reduce Code Enforcement back log

### Building Division 2007-08 Proposed Budget



2007-08 Proposed		
		Percent of Total
Personnel Services	\$665,045	44%
Supplies & Equipment	8,800	1%
Contract Services	350,000	23%
Operations	55,895	4%
Intergovernmental	15,854	1%
Internal Allocations	406,132	27%
<b>Grand Total</b>	<b>\$1,501,726</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$469,700	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
120 OVERTIME	2,500	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable.
200 BENEFITS	162,845	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
290 CONTRACT STAFF SVCE.	30,000	Staff services provided procured from agency, company, or temporary staffing services.
<b>SUBTOTAL FOR PERSONNEL SERVICES</b>	<b>\$665,045</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$3,000	Supplies for daily operations.
302 COPIER CHARGES	500	Maintenance fee and toner for copier machine; monthly allocation of copier usage.
311 GAS & OIL	2,800	Fuel and oil for 5 vehicles.
313 UNIFORMS/SAFETY EQUIP	1,000	Shirts with department and City logo, gloves, coveralls, safety boots, respirators and dust masks, & misc. equipment.
350 TOOLS & EQUIP	500	Tape measures, electrical testers, water pressure gauges, digital camera, & misc. tools & equipment.
351 OFFICE EQPT./FURNISH	1,000	File cabinets, shelves, ergonomic upgrade of equipment such as chairs, back supports, and keyboard trays.
<b>SUBTOTAL FOR SUPPLIES &amp; EQUIPMENT</b>	<b>\$8,800</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROF SERVICES	\$350,000	Plan check services for larger projects not reviewed by City staff.

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$5,350	Internal allocation charges for phones and phone service; Monthly charges for modems and fax lines.
412 POSTAGE	7,000	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
441 PRINTING & COPY WORK	10,000	Printing costs for pamphlets, brochures, booklets, flyers, etc. for public information.
471 OFFICE EQUIPMENT MAINTENANCE	500	Copier maintenance (\$250) and office printers maintenance (\$250).
501 DUES & MEMBERSHIPS	2,145	International Code Council, 5 memberships (\$275); Building Official in the International Assn. of Plumbing & Mechanical Officials (\$200); International Assn. of Electrical Inspectors, 4 memberships (\$360); Ca. Assn. of Building Officials, 5 memberships (\$360); Ca. Assn. of CEO's, 3 memberships (\$225); American Association of CEO's, 3 memberships (\$225); local chapter dues for various certifications (\$500).
502 MEETINGS/CONFERENCES	3,600	Building Inspectors & Code Enforcement Officers annual conference 6 employees.

**Operations Cont.**

503 PUBLICATIONS & SUBSCRIPTIONS	3,300	2007 UBC books (\$2,800)-replace 4 sets; updated code checks, handbooks, commentaries, and misc. code related books for 2007 (\$500).
505 STAFF TRAINING	6,000	2006 IBC transition from 1997 UBC (\$280); 2006 IBC residential provisions from 1997 UBC (\$280); 2006 IBC nonstructural and life safety principles (\$120); 2006 IBC means of egress in commercial buildings (\$280); 2006 IBC special uses and mixed occupancies (\$70); CALBO Education Week (20 staff days-\$2,700); IAPMO Northern Ca. Chapter trainings (\$600); IAEL Chapter trainings (\$600); CalBig Training (\$600); misc. training such as photo voltaic systems & code enforcement (\$470).
508 MGMT.PROFESS.DEVEL.	2,500	Professional development reimbursement for 5 mid-managers in accordance with MOU.
509 TUITION REIMBURSE.	500	Continued education at CSM relating to building, electrical, plumbing & inspections.
523 SPEC.PROJECTS/EVENTS	15,000	Graffiti & nuisance abatement services.
<b>SUBTOTAL FOR OPERATIONS</b>		<b>\$55,895</b>

INTERGOVERNMENTAL	PROPOSED BUDGET	DESCRIPTION
560 INTERGOVERNMENTAL-OTHER	\$15,854	Peninsula Conflict Resolution Center - facilitation of neighborhood and other disputes.

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$27,337	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADMIN ALLOC.	297,068	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	28,175	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	28,407	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
578 CENTRAL GARAGE ALLOC	12,916	Allocation of services provided by the Central Garage Internal Service including maintenance and repair of the City's rolling-stock, administration of rolling stock purchases, and management of contract repair of rolling stock as necessary.

***Internal Allocations Cont.***

579 EQUIPMENT REPLACEMENT TRANSFER	12,230
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Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.

<b>SUBTOTAL FOR INTERNAL ALLOCATIONS</b>	<b>\$406,132</b>
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<b>GRAND TOTAL</b>	<b>\$1,501,726</b>
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## **COMMUNITY DEVELOPMENT - REDEVELOPMENT – OPERATIONS DIVISION**

*The mission of the Redevelopment - Operations Division is to develop, implement and administer programs designed to improve the economic and physical conditions and to stimulate private investment in the San Bruno Redevelopment Area.*

### **PROGRAMS**

As directed by the Redevelopment Agency, the Redevelopment - Operations division is responsible for non-housing activities in the San Bruno Redevelopment Area with the goal of improving physical conditions and promoting a strong and diverse economic base, providing employment, and increasing sales tax revenues to enhance the quality of life in San Bruno. The Division develops and implements programs and projects to assist existing and prospective businesses, markets the community to commercial office and retail users, explores funding opportunities, works with the Redevelopment Advisory Committee (RAC), administers debt service consistent with the goals of the Redevelopment Plan.

Redevelopment Operations emphasizes economic revitalization of commercial areas including downtown (San Mateo Ave.), El Camino Real and San Bruno Ave. Redevelopment will work with the Planning Division to initiate the development of a specific plan to serve as a guide for private development and public improvements in the downtown area. A significant amount of redevelopment activity is anticipated to occur during this fiscal year related to development at the Crossing, Skycrest Center, Glenview Terrace, and in the downtown. Current redevelopment programs include:

- **ECONOMIC DEVELOPMENT**  
Redevelopment provides resources and incentives for economic revitalization in downtown and commercial corridors. This includes continued operation of the Building Façade Improvement Program, outreach to the Chamber of Commerce, marketing and promotional materials for Downtown businesses and developing a specific plan for the downtown area.
- **DEVELOPMENT ACTIVITIES**  
Redevelopment works closely with Planning staff to facilitate development projects that will enhance the City's image and be a catalyst for economic revitalization. These include development of The Crossing, Skycrest Center, Glenview Terrace, and the parking structure and a multiplex cinema at the Shops at Tanforan.
- **REDEVELOPMENT PLANNING**  
Redevelopment planning establishes the framework for future development in the Project Area, such as the creation of an area specific plan. Redevelopment works with Planning staff to prepare these documents to ensure that they are consistent with the Redevelopment Plan, city ordinances, state and federal requirements and current development projects.
- **CODE ENFORCEMENT SUPPORT**  
Redevelopment supports ongoing mitigation of code violations in commercial areas within the Project Area in cooperation with the Building Inspection and Code Enforcement Division.

## **PRIORITY FOCUS**

The Redevelopment emphasis on economic revitalization and physical improvement of commercial areas is an important factor in developing a strong economic base and enhancing the City's appearance and image. To assess development opportunities and suitability of transit-oriented development (TOD) within proximity of San Bruno's BART and Caltrain stations, staff will continue to participate in the San Mateo County Transit Oriented Development (TOD) Opportunities Study. This effort will assist in the update of the General Plan and Zoning Code, which will include a TOD district and associated regulations. This will also ensure that redevelopment objectives are incorporated and any impediments to economic development are addressed. This work dovetails with the development of a downtown specific plan and update of the Downtown Design Guidelines intended to provide up-to-date and more appropriate direction to applicants wanting to redevelop in the Downtown to improve the quality and image to enhance this economic base. A master plan for the downtown will be designed to guide future development and reuse (including reuse of the former Wells Fargo site) while maintaining the history and character of the downtown and surrounding areas over the next 10 to 20 years. The Agency will continue to plan for reuse of the former Wells Fargo site with a goal of establishing an interim use this fiscal year.

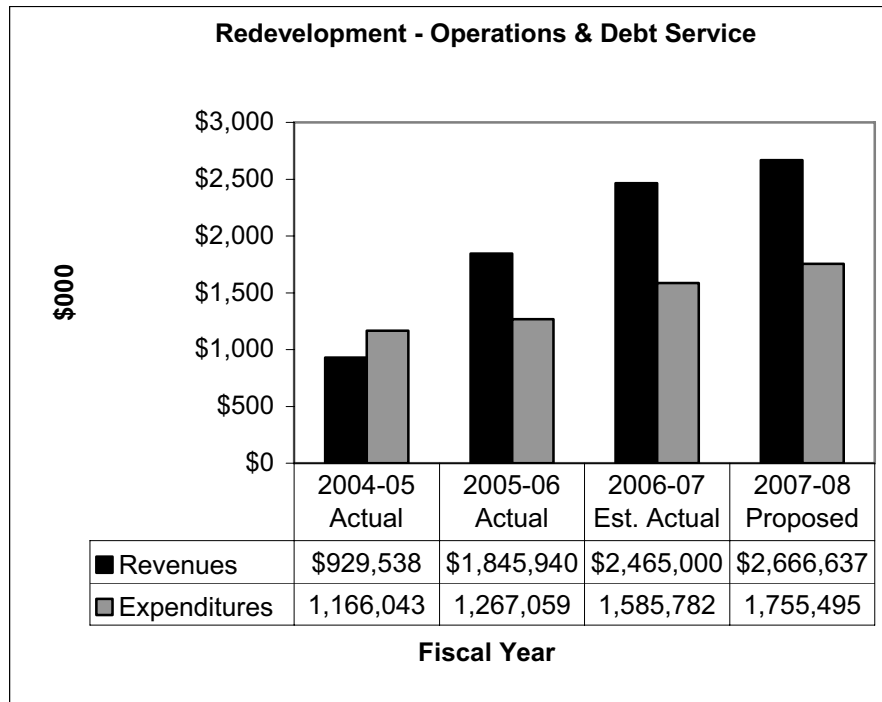
To better serve Redevelopment Area businesses, the Building Façade Improvement Program will be promoted to assist a larger number of businesses with their improvement plans. In addition, the Agency will work with businesses to prepare marketing materials to promote the economic revitalization and new development that has occurred along El Camino Real including the redevelopment of the old Navy site and The Shops at Tanforan and businesses along San Mateo Avenue.

To enhance the City's appearance and image, Redevelopment Operations will continue to provide code enforcement support to enhance the neighborhood and business districts. It will also assist in funding the graffiti abatement program and additional abatement programs, such as weeds and garbage, in the Redevelopment Area.

## **PROGRAM RESOURCES**

Redevelopment is a separate fund with its own revenue source. The core services and personnel resources of Redevelopment Operations are anticipated to remain largely unchanged from previous years. It is expected that the Redevelopment Operations budget will reduce its reliance on advances from the Equipment Reserve Fund as development in the Project Area generates increased tax increment revenues to the Agency.





### REVENUES

Revenues for Redevelopment Operations are derived from property tax increment revenues. In prior years, Redevelopment has been required to borrow operations funds from the City's Equipment Reserve to fund on-going activities. As the Agency's activity has increased to encourage redevelopment of properties in the Project Area, tax increment revenues have increased and will be sufficient to fully fund operations in fiscal year 07-08.

Revenue	2004-05 Actual	2005-06 Actual	2006-07 Est. Actual	2007-08 Proposed
80% Tax Increment	\$929,538	\$1,845,940	\$2,465,000	\$2,666,637
Total Revenues	\$929,538	\$1,845,940	\$2,465,000	\$2,666,637

## EXPENDITURES

The Division's expenses primarily result from personnel and operation costs related to the planning and administration of Redevelopment programs. Professional services are programmed into the budget to fund the creation of a master plan for commercial corridors in the Redevelopment Area, with an emphasis on downtown. The division provides for the annual debt service payment for Police Plaza located at 1177 Huntington Avenue.

As a service level enhancement for 2007-08 the Department recommends preparation of a downtown plan to orchestrate private and public investment actions in the Downtown for the purpose of reviving the City's Central Business District. The downtown plan establishes the primary means of regulating land use and development within the Downtown area. The downtown plan will also become the primary means of planning City actions and investments in support of growth in the downtown area.

Expenditures	2004-05 Actual	2005-06 Actual	2006-07 Est. Actual	2007-08 Proposed
Operations	\$516,043	\$617,059	\$935,782	\$1,105,495
Debt Service	650,000	650,000	650,000	650,000
Total Expenditures	\$1,166,043	\$1,267,059	\$1,585,782	\$1,755,495

## PERSONNEL

### Personnel Summary

Community Development Department	General Fund		Redevelopment Fund		
Classification	Planning Division	Building & Code Enforcement	Operations	Low/Mod Income Housing	Total
Community Devel. Director	0.50	0.00	0.35	0.15	1.00
Building Official	0.00	0.80	0.10	0.10	1.00
Redevelopment Manager	0.00	0.00	0.65	0.35	1.00
Senior Planner	0.50	0.00	0.35	0.15	1.00
Plan Check Engineer	0.00	1.00	0.00	0.00	1.00
Senior Building Inspector	0.00	1.00	0.00	0.00	1.00
Building Inspector	0.00	1.60	0.20	0.20	2.00
Associate Planner	0.50	0.00	0.35	0.15	1.00
Assistant Planner	0.50	0.00	0.35	0.15	1.00
Code Enforcement Officer	0.00	0.80	0.70	0.50	2.00
Community Devel. Tech I/II	0.50	0.80	0.55	0.15	2.00
Total	2.50	6.00	3.60	1.90	14.00

The Division's personnel will not change during this fiscal year. The Housing & Redevelopment Manager is the primary staff person for Redevelopment Operations (0.65 FTE). Redevelopment Operations receives staff assistance from the Community Development Department including the Director, Senior Planner, Associate Planner, Assistant Planner, Code Enforcement Officer, and support staff, as well as specialized personnel services and general administration from other city departments, through the General Administration allocation.

## **2006-07 ACCOMPLISHMENTS**

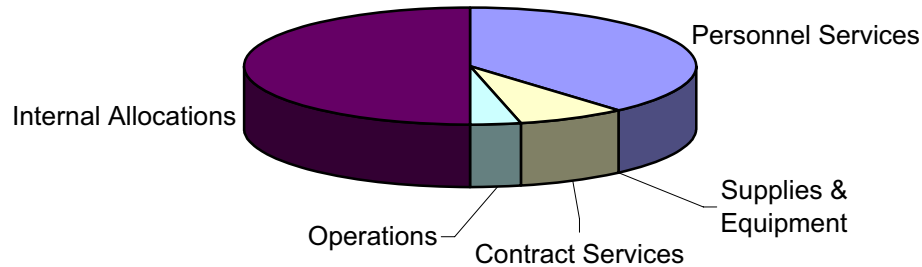
- ✓ Continued operation of the Building Façade Improvement Program. Two façade projects were completed- 466 San Mateo Ave. (West Coast Cafe) and 551 San Mateo Ave. (El Patio Taqueria), ten applications were processed, and five projects were approved by the Architectural Review Committee.
- ✓ Continued monitoring of The Crossing Development Agreement provisions related to operation of the 300-unit Meridian Apartments and recreation center, construction of the 185-unit Paragon Apartments and 228-unit Village Senior Apartments, and approval of a development application for 350 condominium units on Parcels 3 & 4. Continued efforts to attract a commercial use on Parcels 9 & 10 along El Camino Real Commercial.
- ✓ Ongoing improvements at the Shops at Tanforan, including start of construction of 780-stall parking garage and 16-screen multiplex cinema.
- ✓ Site preparation for 24-unit single family homes at Skycrest Center, and 16 town homes at 2880 San Bruno Avenue.
- ✓ Continued Code Enforcement activities within the Redevelopment Area including a total of approximately 225 new cases and 260 resolved cases.
- ✓ Hired design consultant to develop a marketing brochure to promote downtown businesses.
- ✓ Identified two projects- City Gateways and Street Medians & Grand Boulevard Improvements for use of \$780,000 in transportation grant funds from C/CAG Transit Oriented Development (TOD) Incentive Program related to housing development in the Redevelopment Area.
- ✓ Discussions with potential developer for a proposed mixed use project at the former Camino Theater site at 400 San Mateo Avenue.

## **2007-08 GOALS & OBJECTIVES**

- ❑ Continue implementation of the Building Facade Improvement Program with a goal of five new façade projects, primarily focused on the downtown area.
- ❑ Continue to participate in the San Mateo County Transit Oriented Development (TOD) Opportunities Study to assess development opportunities and suitability of TOD within proximity of San Bruno's BART and Caltrain stations.

- ❑ Work with the Planning Division to prepare and issue an RFP for a master plan for the downtown, update the General Plan, Zoning Code and Downtown Design Guidelines to ensure that redevelopment objectives are incorporated.
- ❑ Work with the developers to facilitate development projects in the Project Area, including Parcels 3 & 4 condominiums, and the El Camino Real Commercial Project at The Crossing and mixed use project at 400 San Mateo Ave.
- ❑ Work with property owners, businesses and Chamber of Commerce, to develop strategies to promote downtown businesses.
- ❑ Continue to pursue Code Enforcement activities related to commercial properties within the Redevelopment Project Area.
- ❑ Perform required mid-term review of the 2005-2009 Implementation Plan and explore new strategies and projects to further redevelopment goals, such as a master plan for commercial corridors and property acquisition.

## Redevelopment - Operations Division 2007-08 Proposed Budget



	2007-08 Proposed	Percent of Total
Personnel Services	\$425,778	39%
Supplies & Equipment	1,500	0%
Contract Services	84,800	8%
Operations	40,220	4%
Internal Allocations	553,197	50%
<b>Grand Total</b>	<b>\$1,105,495</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$319,508	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
200 BENEFITS	106,270	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL FOR PERSONNEL SERVICES</b>	<b>\$425,778</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$1,000	Office supplies for daily operations.
302 COPIER CHARGES	500	Maintenance fee and toner for copier machine.
<b>SUBTOTAL FOR SUPPLIES &amp; EQUIPMENT</b>	<b>\$1,500</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROF SERVICES	\$57,000	Economic Analysis of Development Projects (\$15,000)-necessary to determine Agency's financial involvement; Zoning Code Update (\$40,000)-update following GP update; advisory services related to preparation of GIS maps for projects in the Redevelopment Area (\$2,000).
402 LEGAL SERVICES	25,000	Legal services related to development and redevelopment matters.
403 ACCT/AUDIT SERVICES	2,800	Required independent audit of RDA activities.
<b>SUBTOTAL FOR CONTRACT SERVICES</b>	<b>\$84,800</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$250	Internal allocation charges for phones and phone service; Monthly charges for modems and fax lines.
412 POSTAGE	300	Postage required by department operations for correspondence including regular, certified, return receipt, and express/overnight mail.
423 TRAVEL / VEHICLE USE	250	Reimbursement for business-related personal vehicle use.
431 ADVERTISING - LEGAL	500	Legal ads to notice projects in the Redevelopment Area.
441 PRINTING & COPY WORK	6,000	Print and copy marketing materials to promote businesses in downtown and along commercial corridors in the Redevelopment Area.
471 OFFICE EQUIPMENT MAINTENANCE	300	RDA share to maintain office equipment such as copier, microfiche, & fax machine.
501 DUES & MEMBERSHIPS	3,420	APA and AICP (\$440) and CRA (\$2,980), dues based on city population & tax increment revenue.
502 MEETINGS/CONFERENCES	3,500	CRA Conference (\$1,000); national APA Conference in Las Vegas (\$1,500); CRA Training Workshops (\$1,000).
503 PUBLICATIONS & SUBSCRIPTIONS	200	Affordable housing and redevelopment publications.
508 MGMT.PROFESS.DEVEL.	500	Professional development reimbursement for 1 mid-manager in accordance with MOU.

**Operations Cont.**

523 SPECIAL PROJECTS/EVENTS	25,000	Graffiti and nuisance abatement services in RDA commercial areas.
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<b>SUBTOTAL FOR OPERATIONS</b>	<b>\$40,220</b>
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INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$12,803	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADM. ALLOC.	523,720	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	12,666	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	4,008	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
<b>SUBTOTAL FOR INTERNAL ALLOCATIONS</b>	<b>\$553,197</b>	
<b>GRAND TOTAL</b>	<b>\$1,105,495</b>	

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## **COMMUNITY DEVELOPMENT - REDEVELOPMENT– LOW & MODERATE INCOME HOUSING DIVISION**

*The mission of the Redevelopment – Low & Moderate Income Housing (LMIH) Division is to support the preservation, improvement or production of housing affordable to persons of very low-, low-and moderate-incomes, and to promote the conservation and enhancement of residential neighborhoods.*

### **PROGRAMS**

The Low & Moderate Income Housing Division is responsible for developing and implementing strategies and projects to implement the adopted housing policies of the City consistent with California Community Redevelopment Law requirements. The primary services provided include:

- **RESIDENTIAL REHABILITATION PROGRAM**

The LMIH Division works with the San Mateo County Department of Housing and the San Bruno Building Division to facilitate housing rehabilitation for low and moderate income homeowners in the San Bruno Redevelopment Area.

- **AFFORDABLE HOUSING DEVELOPMENT**

The LMIH Division plans for affordable housing development throughout the Project Area, including identification of potential development sites and coordination with affordable housing developers and regional agencies. The Agency enters into Affordable Housing Agreements with developers and monitors compliance for projects at The Crossing, the Skycrest and Glenview Terrace.

- **COMMUNITY PROMOTIONS**

LMIH provides financial assistance as appropriate and coordinates with non-profit organizations that provide housing services to low income residents in San Bruno.

- **CODE ENFORCEMENT SUPPORT**

LMIH supports ongoing mitigation of code violations in residential areas within the Project Area in cooperation with the Building Inspection and Code Enforcement Divisions.

- **PLANNING DIVISION SUPPORT**

LMIH works with Planning staff to plan for affordable housing, including preparation and adoption of an Below Market Rate (BMR) housing ordinance to implement Program 5-A of the City's Housing Element, and representing the City in the Regional Housing Needs Allocation (RHNA) process leading up to the adoption of a new Housing Element in 2009.

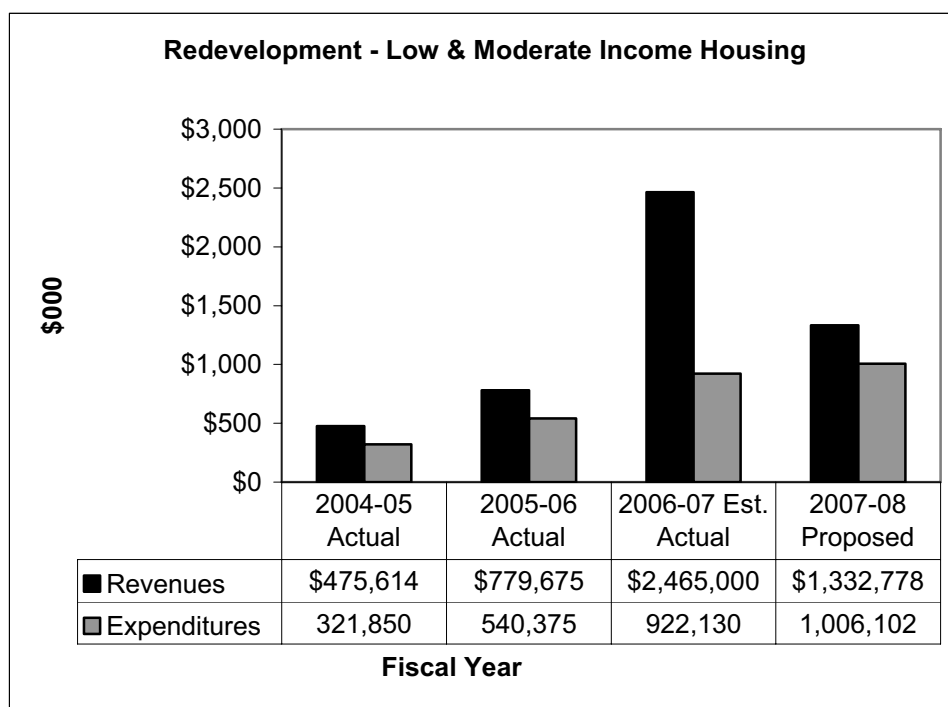
### **PRIORITY FOCUS**

The LMIH emphasis on preserving, improving and increasing the housing stock and providing housing affordable to households with a wide range of incomes is an important factor in developing a strong economic base and enhancing the city's appearance and image. To assist with the housing needs of San Bruno residents and aid in providing housing for homeless persons, the Agency will continue to provide financial assistance to Shelter Network and Human Investment Project (HIP). To improve the appearance and safety of housing, the Agency will seek to expand the residential rehabilitation program through cooperative efforts with the San Bruno Building Division and San Mateo County Housing Department. To promote affordable housing development, the Agency is assisting in the preparation of a city-wide BMR ordinance that will implement Housing Element policies. The BMR ordinance will allow payment in certain cases of in-lieu fees as an alternative for projects that cannot feasibly meet their affordable housing obligation on-site. The fees will be held in a separate fund, which can be used to leverage other federal, state and/or local funding sources to help a developer build affordable units in the Redevelopment Area.

To enhance the City's appearance and image and improve housing safety and attractiveness of neighborhoods in the Redevelopment Area, the Agency will continue to provide code enforcement support. The Agency will also continue to help fund the graffiti abatement program and other abatement programs, such as weeds and garbage in the Redevelopment Area.

## PROGRAM RESOURCES

The purpose of LMIH is to provide assistance to homeowners, landlords and developers to improve, preserve and create affordable housing, when it is not feasible for the private housing market to fill this need. The housing programs have strict guidelines to qualify for financial assistance and the staff performs rigorous due diligence, including the use of outside financial consultants, in evaluating the level of financial assistance that is justified for a project.



## REVENUES

Redevelopment LMIH revenues are derived entirely from the 20 percent set-aside of property tax increment revenues. In conjunction with the completion and occupancy of the affordable housing units developed at the Meridian and Paragon Apartments at the Crossing, the Agency will expend Redevelopment Low and Moderate Income Housing funds to offset the costs of operating affordable units at below market rate rents.

	2004-05 Actual	2005-06 Budget	2006-07 Est. Actual	2007-08 Proposed
Revenue				
20% Tax Increment	\$475,614	\$779,675	\$1,232,000	\$1,332,778
Total Revenues	\$475,614	\$779,675	\$1,232,000	\$1,332,778

### EXPENDITURES

The Division's expenses are primarily from personnel and operation costs related to the planning and administration of Redevelopment housing programs. Tools and equipment costs include providing the materials, supplies and services necessary to support the daily operations of the Division's activities. Expenditures include funding for the annual subsidy payments to maintain the affordability of required affordable units at the Crossing provided for in the Owner Participation Agreements for the Meridian Apartments (annual cap of \$311,000 for 60 very low-income units) and Paragon Apartments (annual cap of \$370,000 for 37 very low-income units, with first payment occurring in 2007-08), and the Residential Rehabilitation Program (\$100,000).

	2004-05 Actual	2005-06 Budget	2006-07 Est. Actual	2007-08 Proposed
Expenditures				
Operations	\$321,850	\$540,375	\$922,130	\$1,006,102
Total Expenditures	\$321,850	\$540,375	\$922,130	\$1,006,102

### PERSONNEL

#### Personnel Summary

Community Development Department	General Fund		Redevelopment Fund		
Classification	Planning Division	Building & Code Enforcement	Operations	Low/Mod Income Housing	Total
Community Devel. Director	0.50	0.00	0.35	0.15	1.00
Building Official	0.00	0.80	0.10	0.10	1.00
Redevelopment Manager	0.00	0.00	0.65	0.35	1.00
Senior Planner	0.50	0.00	0.35	0.15	1.00
Plan Check Engineer	0.00	1.00	0.00	0.00	1.00
Senior Building Inspector	0.00	1.00	0.00	0.00	1.00
Building Inspector	0.00	1.60	0.20	0.20	2.00
Associate Planner	0.50	0.00	0.35	0.15	1.00
Assistant Planner	0.50	0.00	0.35	0.15	1.00
Code Enforcement Officer	0.00	0.80	0.70	0.50	2.00
Community Devel. Tech I/II	0.50	0.80	0.55	0.15	2.00
Total	2.50	6.00	3.60	1.90	14.00

The Housing & Redevelopment Manager is the primary staff person for Redevelopment LMIH (0.35 FTE). The Division receives staff assistance from the Community Development Department including the Director, Planning Manager, Planners, Code Enforcement Officer, and support staff, as well as specialized personnel services from other city departments through the General Administration allocation.

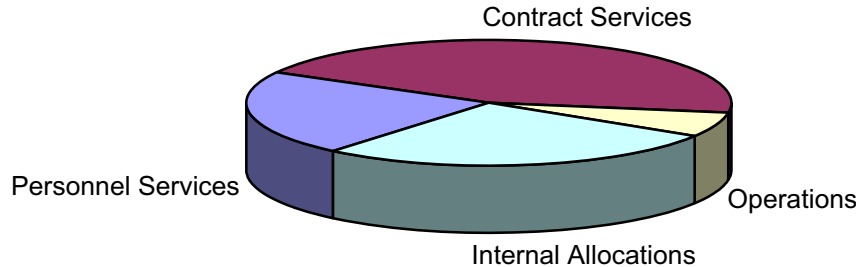
## **2006-07 ACCOMPLISHMENTS**

- ✓ Completed construction and started leasing of two multifamily residential projects at the Crossing- 185-unit Paragon Apartments (37 units affordable to very low income persons at 50% of the area median income (AMI), and 228-unit Village Senior Apartments (187 units affordable to low income households at 60% of AMI, 12 units affordable to very low income households at 50% of AMI, and 29 affordable to households at 30% of AMI).
- ✓ Developed a draft Below Market Rate (BMR) Housing Ordinance that would apply citywide as well as in the Redevelopment Area and, at the direction of the City Council, hired an economic consultant to help the City develop an appropriate affordable housing in-lieu fee for projects that cannot feasibly meet their affordable housing obligation on-site.
- ✓ In cooperation with the County Housing Department completed one housing rehabilitation project funded with \$16,500 from the Agency and \$80,000 from the County, and initiated one new substantial rehabilitation project at 117 San Juan Avenue.
- ✓ Provided information to the public on housing resources and programs available in San Bruno.
- ✓ Continued Code Enforcement program within Redevelopment Area, including approximately 160 new cases and 170 resolved cases in residential neighborhoods.
- ✓ Entered into Affordable Housing Agreements with developers of housing projects in the Redevelopment Area requiring payment of in-lieu fees of \$43,167 for each unit in the project - Skycrest (24 single family homes) and Glenview Terrace (16 townhomes).
- ✓ Provided financial assistance to two non-profit housing organizations- Shelter Network (\$7,500), which provides housing for homeless persons and HIP Housing (\$30,000) which provides housing opportunities to San Bruno residents.
- ✓ Represented the City in the San Mateo County Sub-region in the Regional Housing Needs Allocation (RHNA) process, which is the first step in the preparation of a new Housing Element. Most of San Bruno's affordable housing production will occur in the Redevelopment Area.

## **2007-08 GOALS & OBJECTIVES**

- ❑ Work with management at the Crossing to facilitate leasing of affordable rental units - Paragon (37 affordable units) and Village Senior Apartments (228 affordable units).
- ❑ Work with the Planning Division to adopt and implement a BMR Housing Ordinance including and affordable housing in-lieu fee.
- ❑ Work with developers to identify potential development sites for affordable housing along commercial corridors including mixed use projects (commercial/residential), such as the former Cinema site at 400 San Mateo Ave.
- ❑ Expand the residential rehabilitation program and continue cooperative efforts with the San Mateo County Housing Department to fund and implement housing rehabilitation projects.
- ❑ Work with non-profit housing organizations including HIP, Shelter Network, North Peninsula Neighborhood Services Center, and Rebuilding Together Peninsula to provide information on housing services to the public.
- ❑ Continue to pursue Code Enforcement activities in residential neighborhoods within the Redevelopment Project Area.
- ❑ As part of the Five Year Implementation Plan mid-term review, develop an affordable housing strategy to provide clear direction and alternatives to developers to meet their affordable housing obligations.

### RDA - Low/Mod Income Housing 2007-08 Proposed Budget



	2007-08 Proposed	Percent of Total
Personnel Services	\$219,518	22%
Contract Services	449,000	45%
Operations	63,750	6%
Internal Allocations	273,834	27%
<b>Grand Total</b>	<b>\$1,006,102</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$164,299	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
200 BENEFITS	55,219	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL FOR PERSONNEL SERVICES</b>	<b>\$219,518</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
401 PROF SERVICES	\$10,000	Services related to Below Market Rate Housing (BMR) Ordinance; completion of and analysis of amendments to proposed citywide BMR ordinance and analysis of economic impacts.
402 LEGAL SERVICES	25,000	Legal services related to affordable housing activities.
403 ACCT/AUDIT SERVICES	3,000	Required independent audit of LMIH activities.

**Contract Services Cont.**

409 OTHER SERVICES-MISC	411,000	Meridian Apartment annual subsidy payment (\$311,000); housing rehabilitation program (\$100,000).
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<b>SUBTOTAL FOR CONTRACT SERVICES</b>	<b>\$449,000</b>
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OPERATIONS	PROPOSED BUDGET	DESCRIPTION
441 PRINTING & COPY WORK	500	Allocation for providing affordable housing information to the public.
502 MEETINGS/CONFERENCES	\$500	Attendance at annual CRA Affordable Housing Conference by Housing & Redevelopment Manager.
503 PUBLICATIONS & SUBSCRIPTIONS	250	Affordable housing reference books
506 COMMUNITY PROMOTION	37,500	HIP Housing Programs (\$30,000); Shelter Network (\$7,500) - family homeless shelter
523 SPECIAL PROJECTS/EVENTS	25,000	Graffiti & nuisance abatement in RDA residential areas
<b>SUBTOTAL FOR OPERATIONS</b>	<b>\$63,750</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$6,145	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADM.ALLOC.	259,805	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	7,884	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
<b>SUBTOTAL FOR INTERNAL ALLOCATIONS</b>	<b>\$273,834</b>	
<b>GRAND TOTAL</b>	<b>\$1,006,102</b>	

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## **COMMUNITY DEVELOPMENT - REDEVELOPMENT DEBT SERVICE DIVISION**

### **PROGRAMS**

The debt service fund is for the accumulation and disbursement of funds for debt relating to redevelopment projects. The 2006-07 budget contains payments for the Certificates of Participation financing for the Joint Police Facility. The primary service includes:

- **1177 Huntington Ave. Financing**  
Certificates of Participation issued in 2000 to fund construction of 1177 Huntington Ave.  
Debt will be fully repaid in 2030.

<b>CONTRACT SERVICES</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
409 OTHER SERVICES	\$2,500	Payment to fiscal agent for administrative services
<b>INTERNAL ALLOCATIONS &amp; TRANSFERS</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
591 PRINCIPAL PAYMENT ON DEBT	\$200,000	Allocation of liability and workers' compensation claims and administration based on claims history.
592 INTEREST PAYMENT ON DEBT	449,438	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
<b>SUBTOTAL FOR INTERNAL ALLOCATIONS &amp; TRANSFERS</b>	<hr/> <b>\$649,438</b> <hr/>	
<b>GRAND TOTAL</b>	<hr/> <b>\$651,938</b> <hr/>	

## **COMMUNITY DEVELOPMENT – SURCHARGES**

### **PROGRAMS**

The Community Development surcharges allow the City to recoup the cost of specific services to those proposing construction within the City. As described below, the digital imaging fee, technology fee, General Plan maintenance fee, and City Art Programs Fee are charged at the time of building permit issuance. The fees are then used to fund specific costs associated with the individual's permit or a proportional cost of providing City-wide services such as production of the City's General Plan or creation of artwork with the City's residential and commercial neighborhoods.

- **DIGITAL IMAGING FEE**

The digital imaging fee will provide for the scanning of original documents and plans for later viewing in a digital format. The fee covers the cost of scanning the hard copy of documents (plans, permits, etc), storing the digital files, maintaining the database of documents, and purchase of software, software upgrades and hardware associated with the document-imaging program.

- **TECHNOLOGY FEE**

Funds received from this fee will be used for technological upgrades within the department. This includes upgrades to the City's GIS system, permit tracking system, as well various hardware purchases and upgrades (laptops for the field, desktops, PDAs, etc). Fees collected will also be used for upgrading the Department's website capability to provide for better access of public information.

- **GENERAL PLAN MAINTENANCE FEE**

The fee will be used to cover the cost associated with completing the City's General Plan in accordance with California Law. The General Plan Maintenance Fee will only be charged to property owners who pose an additional impact on City's resources, by proposing an expansion of their existing building.

- **CITY ART PROGRAM FEES**

San Bruno's community is largely built out and the City is undergoing an intense infill through home remodeling and additions, large housing development and commercial development. The City is consistently mindful of aesthetic considerations in proposed and existing residential and commercial development. Therefore, the City Art fee, collected at the time of building permit issuance, will be used to establish artwork within these neighborhoods.

BUILDING DIVISION OPERATIONS	PROPOSED BUDGET	DESCRIPTION
442 MICROFILMING/DIGITAL IMAGING	7,500	Digital imaging costs for imaging company to scan large documents and plans.
GRAND TOTAL	<u>\$7,500</u>	

**COMMUNITY DEVELOPMENT DEPARTMENT – REDEVELOPMENT  
OPERATIONS SERVICE LEVEL ENHANCEMENTS**

ENHANCEMENT	TOTAL ADDITIONAL COST	NEW REVENUE OR ALLOCATION	NET IMPACT ON FUND
<b>DOWNTOWN STRATEGIC PLAN</b> Creation of long-term downtown plan per direction of City Council	\$350,000	\$0	\$350,000

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# **PARKS & RECREATION SERVICES DEPARTMENT**

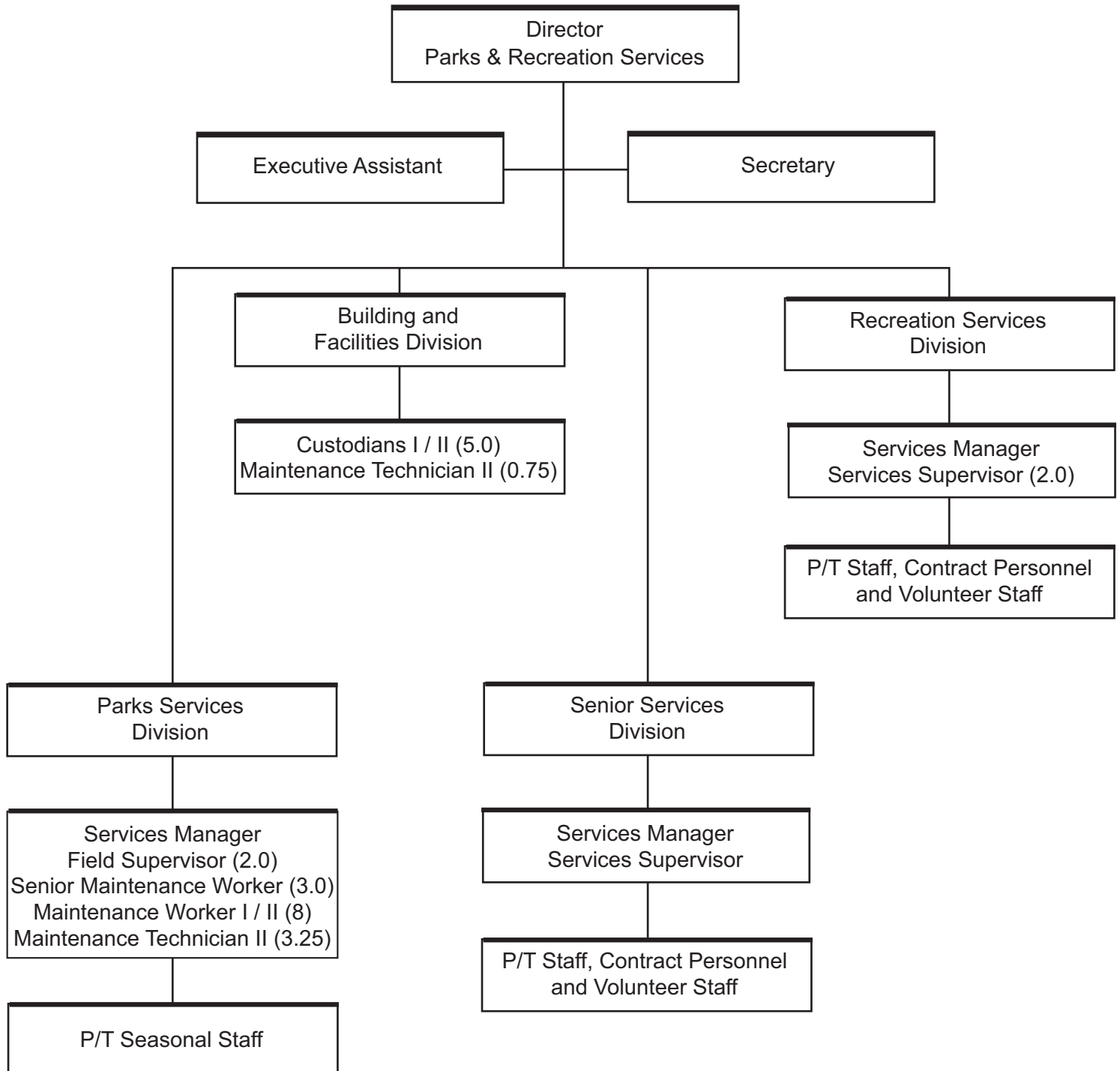
RECREATION SERVICES DIVISION

PARKS MAINTENANCE DIVISION

SENIOR SERVICES DIVISION

BUILDING FACILITIES & MAINTENANCE DIVISION

# PARKS & RECREATION SERVICES DEPARTMENT





## **PARKS & RECREATION - RECREATION SERVICES DIVISION**

*The San Bruno Parks and Recreation Services Department is committed to providing quality programs and services to benefit the health and well being of the community. The Recreation Services Division offers classes, special events, sports, camps and facilities to community members of all ages.*

### **PROGRAMS**

The division is responsible for the planning and implementation of activities to enrich the lives of the people of all ages in the community. This is accomplished by offering programs and activities that engage all segments of the community by bringing people together in recreation based programs. Through the Parks and Recreation Commission, the Recreation Services Division receives input and recommendations regarding recreation programs and services. The primary services provided include:

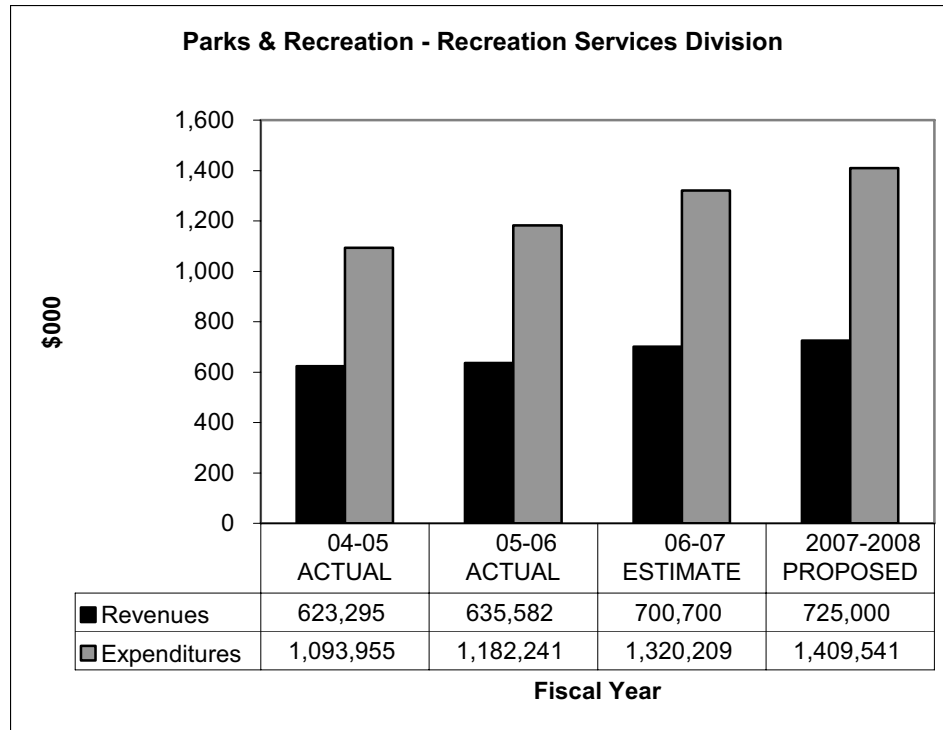
- **SPECIAL EVENTS**  
Recreation plans a minimum of 1 special event per month, such as holiday events or community events, to residents of all ages.
- **SEASONAL CAMPS**  
Recreation plans and implements 4 summer camps, 1 spring camp and 1 winter camp serving children ages 4 – 14.
- **AFTER SCHOOL ENRICHMENT PROGRAM**  
Recreation maintains 3 school site locations for the whole school year and provides programs to children ages 9 –12.
- **SUMMER AQUATICS PROGRAMS**  
Aquatics provides programs including 6 levels of lessons, recreation swim, lap swim and water aerobics. The division ensures adherences of pool safety during the season.
- **YOUTH & ADULT SPORTS PROGRAMS**  
Seasonal sports for both youth and adults including 15 adult softball leagues, 1 adult basketball league, 2 youth basketball leagues and 1 youth volleyball league, 1 youth flag football league and 1 adult flag football league.
- **YOUTH & ADULT FEE CLASSES**  
Enrichment classes on a quarterly basis on a variety of topics from fitness to recreation activities.
- **TEEN ACTIVITIES AND EVENTS**  
Quarterly trips and activities specifically designed for teen members of the community ages 12 – 15.
- **FACILITY & PICNIC SITE RENTALS**  
Reservation rentals of 13 sites at the City Park, 3 sites at Commodore Park, and 1 site at Grundy Park.
- **YOUTH SCHOLARSHIP PROGRAM**  
Bi-yearly campaign to establish scholarship fund to improve program cases for low - income residents under the ages of 18.

## **PRIORITY FOCUS**

The Recreation Services Division provides exceptional customer service to the community using the recreation facilities, programs and services. The Division accommodates the busy schedules of its customers, residents and non-residents, by providing a broad range of programs and services during both the day and the evening hours. Each quarter, staff strives to create new, exciting, and interesting programs for the community. Programs and services range in price depending on the goal of the program. These programs are assessed on a regular basis to evaluate the level of participation each quarter. In addition, the Department offers a Youth Enrichment Scholarship program to San Bruno residents ages 17 and under. Through this program, youth who may not otherwise be able to afford a program can register for department-sponsored classes, events and programs.

The Recreation Services Division is committed to utilizing the available facilities to their fullest potential. The Department currently maintains three year-round facilities for the programs and services offered: the Veterans Memorial Recreation Center, Portola Performing Arts Center, and the Belle Air Firehouse. The current facilities are programmed to fill the needs of the department programs as well as the needs of the community. Both the Portola Performing Arts Center and the Belle Air Firehouse are used during the school year as after school recreation sites and during the summer months as camp facilities. The Veterans Memorial Recreation Center is used seven days a week for department sponsored programs and services, community based non-profit group meetings and private rentals. The Division will continue to provide extended hours to those community members who require services during the evening and weekend hours. The Division will continue to evaluate the needs of the community to ensure the Department is providing the services during the hours needed by the community

## PROGRAM RESOURCES



### REVENUES

The Recreation Division continues to work towards an overall cost recovery goal of 75%. This will be obtained through Recreation Programs, Aquatic Programs, Facility Rentals, Sports Leagues, Fee Classes, and Other Rentals. Programs and services will continue to be evaluated on an individual basis to evaluate the cost recovery level for each program offered.

The Division has seen revenues plateau over recent fiscal years. Staff conducts ongoing analyses of fees, charges, and rate trends in the community and in neighboring communities. Following are the conclusions:

- Fees and charges are now at or above “market rate” for all programs and services offered that fall into the “revenue generating” program category.
- Rental facilities are heavily used for classes and programs and not available for rental.
- The cost to rent facilities has continued to increase while the rental facilities have become less desirable because of very few physical improvements over the last few years. General rentals of the facilities have decreased.
- Fewer residents are using the programs and services offered through the department. Participation levels have reduced among many programs including youth and adult classes,

seasonal camps, and adult sports leagues. This is largely caused by an increase in the cost of the programs and services offered.

In general, the Division has seen a decrease in the participation levels of the programs and services offered. However, the generated revenue continues to remain consistent without any significant “dips or spikes”.

It is the objective and charge of the Division to continue to move towards the 75% cost recovery goal by conducting ongoing analysis of fees and charges for programs and services offered. The Division is further committed to continuous monitoring and evaluation of programs to increase participation and assume that program delivery is matched to community needs and expectations.

The Division has worked with the Parks and Recreation Commission to develop a cost recovery policy. The purpose of this policy is to establish uniform guidelines and cost recovery levels and goals for recreation programs, events, activities, and services. The policy is intended to accomplish the following:

1. Provide a structure to calculate fees for recreation programs through Department recommendation and Parks and Recreation Commission input.
2. Cover appropriate costs based on the type of program and the clientele.
3. Provide systematic framework for determining what programs should generate revenues above and beyond their actual costs; determine which programs should be cost neutral; and, determine which programs should be subsidized by the general fund.

## **EXPENDITURES**

Approximately 52% of the Department's total operating budget is appropriated for salaries and benefits for full time employees and salaries for part time temporary employees. The remaining share of the operations budget accommodates contracts, supplies, services, and internal service allocations.

## PERSONNEL

### Personnel Summary

<b>Parks &amp; Recreations Department</b>	<b>General Fund</b>			<b>Internal Service</b>	
Classification	Recreation Services	Parks Maintenance	Senior Services	Buildings & Facilities	Total
Parks & Recreation Director	0.35	0.50	0.15	0.00	1.00
Recreation Services Manager	1.00	0.00	1.00	0.00	2.00
Parks & Facilities Manager	0.00	0.50	0.00	0.50	1.00
Recreation Services Supervisor	2.00	0.00	1.00	0.00	3.00
Field Supervisor	0.00	1.50	0.00	0.50	2.00
Maintenance Technician I/II	0.00	3.00	0.00	1.00	4.00
Senior Maintenance Worker	0.00	3.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	8.00	0.00	0.00	8.00
Custodian I/II	0.00	0.00	0.00	5.00	5.00
Executive Assistant	0.35	0.50	0.15	0.00	1.00
Secretary	0.50	0.50	0.00	0.00	1.00
<b>Total</b>	<b>4.20</b>	<b>17.50</b>	<b>2.30</b>	<b>7.00</b>	<b>31.00</b>

The largest share of the division's budget is personnel. The division has 4.05 full time employees. These employees are responsible for the development, planning and supervision of numerous broad based recreation and leisure service programs and activities, including facility rentals. The Division is focused on program development and operations consistent with community needs and the City's cost recovery objectives. In addition, the Division emphasized customer service not only at the front counter and on the phone but also at the various special events, classes and programs produced by the department.

### 2006-07 ACCOMPLISHMENTS

- ✓ Distributed approximately \$7,000 in scholarship money for department programs to children and families in need
- ✓ Held six concerts at the Rotary Pavilion with approximately 300 people in attendance at each concert
- ✓ Implemented a successful "After Summer School Day Camp" program, which served families who attended summer school.
- ✓ Increased participation from 200 to 300 at Teen Dances.

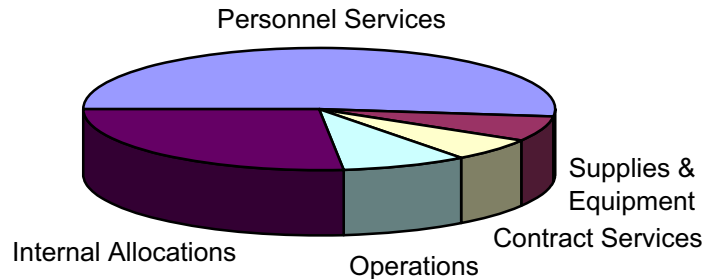
- ✓ Implemented a successful "Spa Day" special event to include over 40 participants and 5 local vendors.
- ✓ Extended pool season by three weeks to continue Lap Swim, Water Aerobics and Recreational Swim in the month of September.
- ✓ Mentored one Parks and Recreation student intern from San Francisco State University.

## **2007-08 GOALS & OBJECTIVES**

- ❑ Seek local, state, federal and private grants to help offset program and facility improvements and expenditures
- ❑ Develop a stronger working relationship with San Bruno Park School District staff to help expand programs and facilities to serve the community.
- ❑ Extend 2007 pool season by three weeks and include Lap Swim, Water Aerobics, Recreational Swim and evening Swim Lessons.
- ❑ Develop a Memorial/Donation Policy.
- ❑ Expand Summer Concert Series to include community food vendors.

## Parks & Recreation - Recreation Services Division

### 2007-08 Proposed Budget



	2007-08 Proposed	Percent of Total
Personnel Services	\$733,352	52%
Supplies & Equipment	93,000	7%
Contract Services	85,500	6%
Operations	123,645	9%
Internal Allocations	374,044	27%
<b>Grand Total</b>	<b>\$1,409,541</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 FULL-TIME SALARIES	\$344,693	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
111 CASUAL/TEMPORARY SALARIES	273,000	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
120 OVERTIME	100	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
200 EMPLOYEE BENEFITS	115,559	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, uniform allowance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$733,352</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$12,000	Misc. office supplies utilized for daily operations.

***Supplies & Equipment (Cont.)***

302 COPIER CHARGES	1,000	Copy charges for office copy machine and fast speed color duplicator Riso machine.
311 GAS & OIL	1,000	Fuel to operate 3 department vans.
320 RECREATION SUPPLIES	54,000	Supplies for all programs and services offered including: special events (\$14,000); after school program(\$6,000); seasonal camps (\$10,000); youth and adult sports (\$13,000); teens (\$1,000); special needs (\$1,000); Outdoor Adventure (\$4,000); Aquatics (\$5,000).
321 SWIM POOL SUPPLIES	10,000	Supplies to maintain the pool. Supplies include CO2 (\$3,000); chlorine (\$3,000); and maintenance (\$4,000).
332 FIELD PARK MAINTENANCE SUPPLIES	15,000	Supplies to operate the pool. Supplies include first aid supplies (\$3,000); lifeguard uniforms (\$5,000); office and misc supplies (\$2,000); rescue tubes and water aerobics supplies (\$5,000).

<b>TOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$93,000</b>
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CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
409 OTHER SERVICES-MISC	85,500	Contract services: special events (\$2,100); youth and adult sports (\$14,700); special needs (\$12,000); seasonal camps (\$8,000); teens (\$1,200); outdoor adventure (\$6,500); contract classes (\$41,000).

<b>TOTAL CONTRACT SERVICES</b>	<b>\$85,500</b>
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OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$7,000	Cell phones for after school sites and assigned to various staff.
412 POSTAGE	6,000	Postage for daily mailing as well as for direct mailing of program flyers and announcements.
422 TRANSPORTATION ALLOW	3,300	Auto allowance for Director per MOU.
441 PRINTING & COPY WORK	40,000	Printing and mailing of quarterly recreation activity brochures.
461 UTILITIES	55,100	Electric and gas utilities for 3 recreation facilities.
471 OFFICE EQUIPMENT MAINTENANCE	2,025	Maintenance of copy machine.



**Operations (Cont.)**

483 SECURITY SYSTEM	3,000	Alarm systems on recreation facilities.
501 DUES & MEMBERSHIPS	1,120	California Parks and Recreation Society (\$800); National Recreation and Parks Association (\$320) for staff and commission members.
502 MEETINGS/CONFERENCES	2,600	CPRS annual conference for staff and commissioners.
503 PUBLICATIONS & SUBSCRIPTIONS	500	Professional publications.
505 STAFF TRAINING	500	Local trainings and seminars.
508 MGMT.PROFESS.DEVEL.	2,500	Professional development reimbursement for 1 department head & 3 mid-managers in accordance with MOU.

<b>TOTAL OPERATIONS</b>	<b>\$123,645</b>
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INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$24,613	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADMIN ALLOC.	113,273	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	168,202	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	43,750	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
578 CENTRAL GARAGE ALLOC	6,890	Allocation of services including maintenance and repair of the City's rolling-stock, administration of rolling stock purchases, and management of contract repair of rolling stock as necessary.
579 EQUIPMENT REPLACEMENT TRANSFER	5,460	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
596 ENERGY DEBT ALLOC.	11,856	Allocation of lease-purchase debt service for improved energy efficiency at City buildings and facilities.
<b>TOTAL INTERNAL ALLOCATIONS</b>	<b>\$374,044</b>	
<b>GRAND TOTAL</b>	<b>\$1,409,541</b>	

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## **PARKS & RECREATION - PARKS MAINTENANCE DIVISION**

*The San Bruno Parks & Recreation Services Department is committed to providing quality programs and services to benefit the health and well being of the community. The Parks Maintenance Division provides the maintenance support needed to support these programs and services.*

### **PROGRAMS**

The Parks Maintenance Division of the Parks & Recreation Services Department is responsible for the maintenance of all the City's parks and recreational areas, including 18 parks, covering 71 acres, 12 baseball and softball fields, 8 soccer fields, 2 football fields, a dog park, several of which are located on 3 different school sites covering 16 acres. The Division maintains approximately 10 acres of street medians, approximately 4,700 Street Trees and 128 acres of open space. The Parks Division is responsible for the landscaping at all City facilities and the downtown area. The Division provides essential logistical support to citywide special events held in City parks and other recreational areas. The primary services provided include:

- **PARKS & PARK FACILITY MAINTENANCE**  
The Division provides safe and functional parks and recreational facilities for all users.
- **TREE MAINTENANCE**  
The Division ensures public safety through maintenance of all street, parks, facility landscapes and open space trees.
- **STREET MEDIAN MAINTENANCE**  
The Division provides maintenance of all landscaped medians throughout the City.
- **SPORTS FIELD MAINTENANCE**  
The Division supports 22 sports fields for use by organized sports groups and the general public.

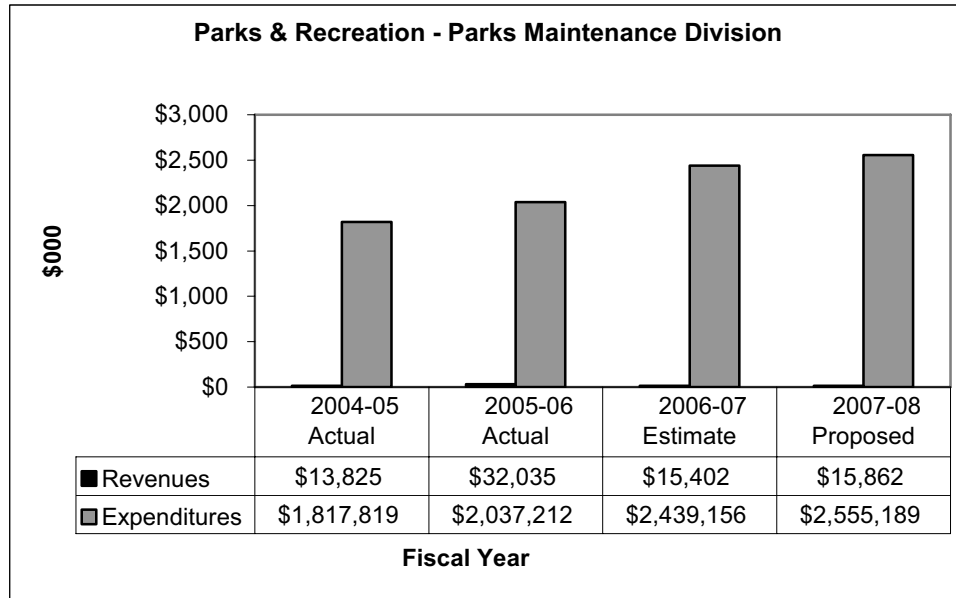
### **PRIORITY FOCUS**

The Parks Division provides a high level of customer service to the public who utilize all of the City's parks, recreation and public facilities. The focus for 2007-08 will be to enhance customer service by concentrating efforts on landscaped areas of the highest visibility and use. This will include updating parks furnishing such as parks signage and pathways. Continuing efforts on playground renovations and replacement, will further improve the recreational experiences for the youth in our community. The Division will work with sports user groups in coordinating scheduling and providing additional sports fields as needed to accommodate the use by all leagues.

In the area of landscape maintenance, increased emphasis will be placed on facility and median landscaping to improve the overall aesthetics of these areas. This will include improvements on portions of the El Camino Real median landscapes, gateway signage and the San Bruno Avenue medians. Parks and landscaped facility enhancements will include updated amenities; playgrounds and landscaping that will continue to improve the overall appearance of these areas. Continued efforts will be committed to maintaining "Tree City USA" status by increasing community participation in the annual citywide "Arbor Day" tree planting effort. A continued pro-active approach will also be taken in the area of open-space tree management. Trees will continue to be evaluated and issues addressed

before they create problems. An increase in contract support in this areas will allow City staff to concentrate efforts on maintenance of street trees and new tree planting.

## PROGRAM RESOURCES



### REVENUES

The Division generates a small amount of revenues through fees charged for tree permits and for field lighting costs associated with night games at Lara Field, Diamonds 2 & 3 and Lions Field totaling \$18,940 in 2006-07.

### EXPENDITURES

Approximately 63% of the Parks Division's total operating budget is appropriated for salaries and benefits for full time employees and part time seasonal employees. The remaining share of the operations budget, 37%, accommodates contracts, materials, equipment, supplies, services, and internal service allocations.

## PERSONNEL

### Personnel Summary

<b>Parks &amp; Recreations Department</b>	<b>General Fund</b>			<b>Internal Service</b>	
Classification	Recreation Services	Parks Maintenance	Senior Services	Buildings & Facilities	Total
Parks & Recreation Director	0.35	0.50	0.15	0.00	1.00
Recreation Services Manager	1.00	0.00	1.00	0.00	2.00
Parks & Facilities Manager	0.00	0.50	0.00	0.50	1.00
Recreation Services Supervisor	2.00	0.00	1.00	0.00	3.00
Field Supervisor	0.00	1.50	0.00	0.50	2.00
Maintenance Technician I/II	0.00	3.00	0.00	1.00	4.00
Senior Maintenance Worker	0.00	3.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	8.00	0.00	0.00	8.00
Custodian I/II	0.00	0.00	0.00	5.00	5.00
Executive Assistant	0.35	0.50	0.15	0.00	1.00
Secretary	0.50	0.50	0.00	0.00	1.00
<b>Total</b>	<b>4.20</b>	<b>17.50</b>	<b>2.30</b>	<b>7.00</b>	<b>31.00</b>

The division has 17.5 full time employees. These employees are responsible for management, oversight and the maintenance of 18 parks, 10 acres of landscaped street medians, city facility landscaped areas, public right-of-ways, landscapes in public parking areas, and an extensive street tree program, that includes pruning, planting and maintenance.

In 2006-07, the management of the Parks and Buildings & Facilities Divisions was combined. The largest portion of the Division's budget is personnel. Three quarters of a full-time maintenance technician position supports Buildings and Facilities maintenance. This reflects the actual distribution of resources that the Parks Division supplies to cover maintenance of facilities.

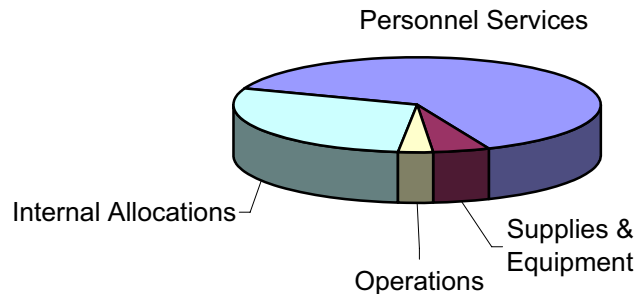
### 2006-07 ACCOMPLISHMENTS

- ✓ Completed the renovation of nine (9) playgrounds in eight (8) City parks
- ✓ Refined the Parks Maintenance Area Management maintenance program
- ✓ Installed automated door locking system for all park restrooms
- ✓ Continued to meet standards required to qualify for Tree City USA status and hold establish an annual Arbor Day tree planting event.

## **2007-08 GOALS & OBJECTIVES**

- ❑ Renovate the remaining nine (9) park playgrounds
- ❑ Upgrade and renovate the parks pathway system throughout the City of San Bruno
- ❑ Continue to create standards and replace equipment for all parks and recreational facilities throughout the City Parks system
- ❑ Replace all park amenities and improve the overall landscaping in Earl & Glenview Park
- ❑ Renovation of El Camino Real medians and install new gateway monuments
- ❑ Renovation of San Bruno Avenue medians

## Parks & Recreation- Parks Maintenance Division 2007-08 Proposed Budget



	2007-08 Proposed	Percent of Total
Personnel Services	\$1,614,273	63%
Supplies & Equipment	126,535	5%
Operations	79,021	3%
Internal Allocations	735,360	29%
<b>Grand Total</b>	<b>\$2,555,189</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 FULL-TIME SALARIES	\$1,145,127	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
111 CASUAL/TEMPORARY SALARIES	24,675	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
120 OVERTIME	12,428	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
200 EMPLOYEE BENEFITS	432,043	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, uniform allowance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$1,614,273</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$1,500	Purchase of office supplies and service necessary for the delivery of services including: paper, pens, misc office supplies utilized for documentation of daily operations.

**Supplies & Equipment (Cont.)**

311 GAS & OIL	28,000	Allocation of fuel used by division's vehicles, gas and diesel.
312 JANITORIAL SUPPLIES	7,000	Cleaning supplies for maintaining 9 park restrooms and items such as trash bags utilized in all 18 parks for garbage receptacles.
313 UNIFORMS/SAFETY EQUIP	11,835	Funding for replacement uniforms, laundry service and safety boots.
319 HAZARD ABATEMENT	6,800	Funding for pesticides, rodenticides and pest control related cost related to parks, medians and landscaped area maintenance.
331 BLDG, YARD, SHOP SUPPLIES	22,000	Supplies for staff to repair parks and landscaped area amenities and facilities related to plumbing, electrical, painting, irrigation, and construction.
332 FIELD/PARK MAIN. SUPPLIES	42,000	Funding for landscape materials, flowers, plants, sport field maintenance supplies, sod, seed, fountains, fertilizer, track and field fines, fiber and all other items needed for park maintenance.
338 STREET TREES	6,000	Street trees.
350 TOOLS & EQUIP	1,400	Replacement landscape power equipment. One weed eater, hedge trimmer, and one backpack blower to replace older non-efficient equipment.
<b>SUBTOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$126,535</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$7,721	Allocation of local and long distance office telephone charges, 1 dedicated fax and data lines, and mobile phones/pagers.
461 UTILITIES	21,000	Electric and gas service for parks facilities, including sports field lighting.
471 OFFICE EQUIPMENT MAINTENANCE	500	Copier toner and supplies.
476 CONTRACT REPAIR	35,000	Cost for contractors needed for open space tree maintenance, garage door and fence repairs. Increase due to issues with dying and hazardous trees in open space areas.
482 MOWER REPAIR	3,700	Repair and replacement parts for all small power equipment not covered under the Central Garage allocation, including mowers, trimmers and chainsaws..



**Operations (Cont.)**

483 SECURITY SYSTEM	2,800	Monthly alarm service monitoring of the Parks Corporation Yard, Lara Bleachers, and the Lions Park building.
490 RENTAL & LEASES	1,500	Rental of porta-potti at Pacific Heights Park and rental of welding tanks for the corporation yard and mobile van.
501 DUES & MEMBERSHIPS	1,000	Professional memberships utilized to track CEU credits for licenses.
502 MEETINGS/CONFERENCES	500	Meetings providing updates for staff related to landscape, parks maintenance. STOPP, Arborist meetings, Landscape Supervisors Forum.
503 PUBLICATIONS & SUBSCRIPTIONS	100	Updates on current laws related to pesticide regulation.
505 STAFF TRAINING	3,200	Training on pesticide regulations, Cross Connection Program, Line Clearance Certification, Arborist. County of San Mateo, PAPA, Mark Merman, National Playground Safety Institute.
508 MGMT.PROFESS.DEVEL.	1,500	Provides reimbursement to mid-management personnel per MOU.
509 TUITION REIMBURSE.	500	Reimbursement for educational opportunities and coursework,
<b>SUBTOTAL OPERATIONS</b>	<b>\$79,021</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$175,878	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADMIN ALLOC.	284,292	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	20,633	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	15,144	Allocation of services including general software application help desk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
578 CENTRAL GARAGE ALLOC	96,221	Allocation of services provided by the Central Garage Internal Service including maintenance and repair of the City's rolling-stock, administration of rolling stock purchases, and management of contract repair of rolling stock as necessary.

***Internal Allocations (Cont.)***

579 EQUIPMENT REPLACEMENT TRANSFER	139,653	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
596 ENERGY DEBT ALLOC.	3,540	Allocation of lease-purchase debt service for improved energy efficiency at City buildings and facilities.
<b>SUBTOTAL INTERNAL ALLOCATIONS</b>	<b>\$735,360</b>	
<b>GRAND TOTAL</b>	<b>\$2,555,189</b>	

## **PARKS & RECREATION - SENIOR SERVICES DIVISION**

*The San Bruno Parks and Recreation Services Department is committed to providing quality programs and services to benefit the health and well being of the community. The Senior Services Division provides classes, programs, health screening, transportation, a daily congregate lunch program and information referral services to seniors 50+.*

### **PROGRAMS**

The Senior Services Division of Parks & Recreation works with the San Bruno Senior Citizen's Advisory Board to plan and implement activities and services that enrich the lives of older adults (50+) in the community.

This budget provides for the costs associated with maintaining the Senior Center facility and staffing the facility's various programs. A majority of the classes and programs that fill the facility are supported by revenue generated from non-General Fund organizations, including the San Bruno Senior Citizen's Advisory Board Operational Trust Fund, the Nutrition Site Council Fund, and Government Grants. The primary services provided by the General Fund include:

- **FACILITY USE AND RENTAL**

Approximately 300 community members use the facility daily for classes, programs and drop-in activities. The Senior Center facility is available for rental use for community groups and private parties.

- **AREA AGENCY ON AGING GRANT ADMINISTRATION**

The Senior Center receives \$70,000 in partial funding for personnel for Congregate Nutrition, Information/Referral and Transportation programs. In addition, the Division purchases and maintains a 20-passenger van to make approximately 5,700 trips per year for 200 frail San Bruno residents.

### **SUPPLEMENTAL PROGRAMS AND SERVICES**

(Funded by Non-General Fund Sources)

- **SPECIAL EVENTS**

Includes a minimum of 3 major events per month with lunchtime parties, quarterly Friday evening get-togethers, holiday events, Sunday programs, dances and a New Years event. Includes trips to casinos, shopping, musicals, hiking and other recreation destinations.

- **CONGREGATE NUTRITION PROGRAM**

Program provides major funding for the Older American Act's Congregate Nutrition Program. Lunches are served 5 days/week for at least 1100 registered participants.

- **INFORMATION AND REFERRAL SERVICES**

Provides assistance to more than 1200 San Bruno families annually.

- **VOLUNTEER PROGRAM**

Creates volunteer opportunities for approximately 200 community members resulting in more than 36,000 volunteer hours annually. A special Volunteer Appreciation event is held annually.

▪ **PROGRAMS, SERVICES, CLASSES AND ACTIVITIES**

There are more than sixty scheduled recreation programs offered each week. They include academic classes, foreign language instruction, discussion groups, dances, parties, billiards, exercise, card playing, bingo, crafts, health screenings (24 per year), contract classes with San Mateo Adult Education, and senior sports activities including; Bocce Ball, Softball, Billiards, Ping Pong, Horseshoes, and a "Sports Week".

**PRIORITY FOCUS**

Each year, the Senior Center's Congregate Nutrition Program provides approximately 20,000 meals for community members who are 60+ years old. This year, the Senior Center staff and participants will be exploring a new model for the provision of services for this vital program. The changes will include replacing and supplementing kitchen equipment to make it possible to provide low-cost, high quality meals.

There are currently more than 200 frail San Bruno residents who utilize the Senior Center Van to attend Senior Center classes, programs and services. The Transportation Program will acquire a new 21-passenger van equipped with updated safety and accessibility equipment.

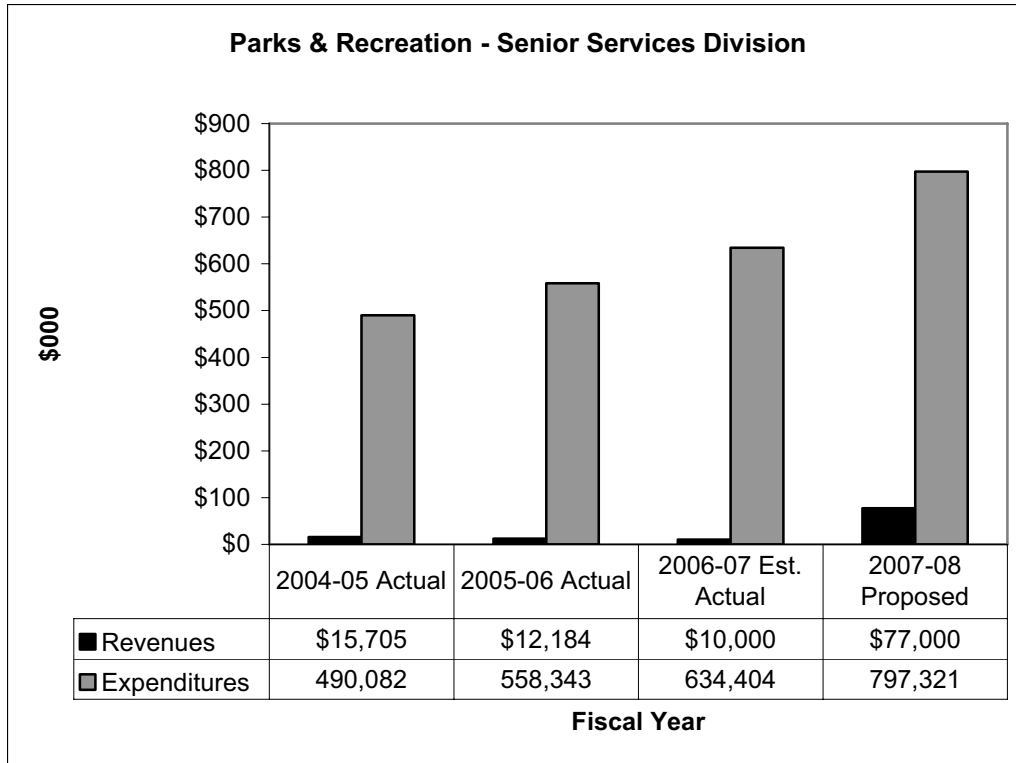
San Bruno's population profile is in a rapid state of transformation due to the aging of the population and the increasing longevity of our life span. Within the past two years, there has been an 8% increase in recreation program participation and a 40% increase in the use of Information and Referral services. Staff, volunteers and participants at the Senior Center will continue to examine and evaluate all of the classes, programs and services that are provided in order to maintain our high level of excellence in customer service delivery.

**PROGRAM RESOURCES**

The total General Fund expenditure budget is representative of 60% of the costs required to maintain the facility, its programs and services. The remaining 40% of expenditure costs are generated from the fundraising efforts of staff and volunteers.

The General Fund expenditure budget allots for a workforce of 2 authorized full-time employees and part-time employees who serve as building attendants for Senior Center events, rentals and City Council meetings. The Senior Center General Fund expenditure budget also provides partial funding for the director and the executive secretary. A total of \$30,000 is allocated for the personnel costs of the Nutrition Site Manager, the Social Services Coordinator and the Van Driver. Deposits made to the General Fund from the non-profit Nutrition Site Council of San Bruno are necessary to recover personnel costs for the grant-related positions. Additional services are partially supported by the grants from Older Americans Act money.

Monies deposited in the General Fund are received from grant income, facility rentals, Senior Center membership and fundraising income. 100% of the money generated from Senior Center classes and programs is used to fund the expenses associated with those programs.



### REVENUES

Revenue from facility rentals and membership fees are included in the program revenues in this budget. The Senior Advisory Board Operational Trust Fund and the Non-Profit Nutrition Council undertake fundraising efforts, apply for grants and generate monies as necessary. Funds are generated from bingo games, reception area coffee bar, donations, pancake breakfasts, trips and special events.

Through fundraisers and volunteer hours, enough revenue is generated to recover more than 100% of program costs, excluding General Fund costs. Any excess in funds are utilized to purchase equipment and supplies that the General Fund cannot support. For example, these funds have been used to purchase tables, chairs, a copier, a duplicator, a walk-in freezer, a commercial refrigerator and a coffee bar. Additional future projects include the purchase of an electric signboard, an ice cream machine and a commercial refrigerator.

The budget for the Senior Services Division is \$797,321 with approximately 60% of the budget funded by the General Fund and the remainder funded from a combination of funds generated by the Senior Citizen's Advisory Board Operational Trust Fund and the Nutrition Site Council's Non-Profit.

## EXPENDITURES

Approximately 40% of the Division's General Fund operating budget is appropriated to salaries and benefits for full time employees and salaries for part time temporary employees. Approximately 1% of the Division's budget is allocated for the supplies and equipment for the programs and services offered. The remaining balance of the budget accommodates operations and internal service allocations.

## PERSONNEL

### Personnel Summary

<b>Parks &amp; Recreations Department</b>	<b>General Fund</b>			<b>Internal Service</b>	
Classification	Recreation Services	Parks Maintenance	Senior Services	Buildings & Facilities	Total
Parks & Recreation Director	0.35	0.50	0.15	0.00	1.00
Recreation Services Manager	1.00	0.00	1.00	0.00	2.00
Parks & Facilities Manager	0.00	0.50	0.00	0.50	1.00
Recreation Services Supervisor	2.00	0.00	1.00	0.00	3.00
Field Supervisor	0.00	1.50	0.00	0.50	2.00
Maintenance Technician I/II	0.00	3.00	0.00	1.00	4.00
Senior Maintenance Worker	0.00	3.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	8.00	0.00	0.00	8.00
Custodian I/II	0.00	0.00	0.00	5.00	5.00
Executive Assistant	0.35	0.50	0.15	0.00	1.00
Secretary	0.50	0.50	0.00	0.00	1.00
<b>Total</b>	<b>4.20</b>	<b>17.50</b>	<b>2.30</b>	<b>7.00</b>	<b>31.00</b>

The General Fund supports 2.30 full time employees and 3 part-time facility attendants. The General fund contributes \$30,000 to support the part-time employees who have grant-related assignments. They include a Nutrition Site Manager, a Social Services Coordinator and Van Drivers. There are also approximately 200 Senior Center volunteers who assist with personnel assignments.

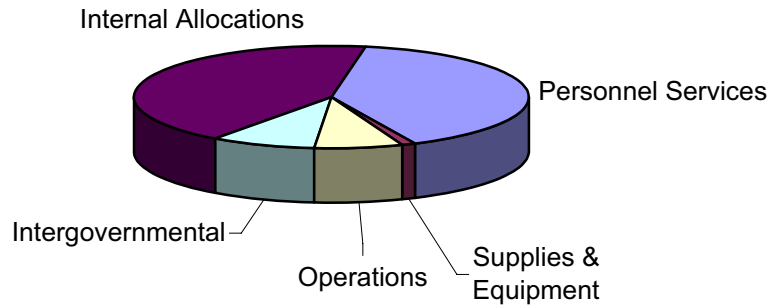
## 2006-07 ACCOMPLISHMENTS

- ☐ Replaced outdated and ineffective kitchen equipment to increase the cost-effectiveness of the Congregate Lunch Program
- ☐ Celebrated the Senior Center's 20<sup>th</sup> Anniversary
- ☐ Increased facility use by 4% for regularly scheduled activities and programs
- ☐ Modified the "coat closet" to create additional consultation space
- ☐ Installed wireless computer internet co access

## **2007-08 GOALS & OBJECTIVES**

- ❑ Purchase a 21-passenger van to make Senior Center programs and services accessible to all San Bruno senior residents
- ❑ Explore, examine and evaluate alternative models for Senior Centers that reflect the changing needs of community demographics
- ❑ Replace the large partition in the multi-purpose room
- ❑ Enhance the quality and increase the participation of the Congregate Nutrition Program by preparing more meals onsite.

**Parks & Recreation - Senior Services Division  
2007-08 Proposed Request**



<b>2007-08</b>		
	<b>Proposed</b>	<b>Percent of Total</b>
Personnel Services	\$320,614	40%
Supplies & Equipment	9,927	1%
Operations	58,088	7%
Intergovernmental	67,000	8%
Internal Allocations	341,692	43%
<b>Grand Total</b>	<b>\$797,321</b>	<b>100%</b>

<b>PERSONNEL SERVICES</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
101 FULL-TIME SALARIES	\$199,271	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
102 REGULAR PART-TIME	20,000	Partial salary nutrition and support services staff. All hours and benefits in excess of \$20,000 per year refunded by the Nutrition Site Council.
111 CASUAL/TEMPORARY SALARIES	29,000	Base salary for building attendants (\$19,000) and Senior Bus driver (\$10,000) each authorized to work no more than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
120 OVERTIME	1,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
200 EMPLOYEE BENEFITS	71,343	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$320,614</b>	



<b>SUPPLIES &amp; EQUIPMENT</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
301 OFFICE SUPPLIES	\$3,000	Flyers, monthly calendar, registration materials, computer materials, paper, printer ink, miscellaneous office supplies, note cards.
311 GAS & OIL	3,927	Fuel and oil for senior bus.
320 RECREATION SUPPLIES	3,000	Decorations, trophies, prizes, program supplies (balls, weights, mats, kiln, sand, bocce), photo finishing.
<b>SUBTOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$9,927</b>	

<b>OPERATIONS</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
411 COMMUNICATIONS	\$2,300	Cable bill for computer club and senior center, portable phone, fax machine,
412 POSTAGE	788	Postage for monthly calendar of events, advertising, correspondence.
461 UTILITIES	48,000	Utility expenses for San Bruno Senior Center.
471 OFFICE EQUIPMENT MAINTENANCE	2,000	Office duplicator and copier supplies and repair.
483 SECURITY SYSTEM	2,000	Alarm system.
501 DUES & MEMBERSHIPS	1,100	American Society on Aging, National Council on Aging, California Parks and Recreation Society.
502 MEETINGS/CONFERENCES	600	California Parks and Recreation Society (\$300 for Recreation Services Manager); National Council on Aging/American Society on Aging Joint Conference (\$300 for Recreation Services Manager)
505 STAFF TRAINING	300	Team building and grief counseling.
508 MGMT.PROFESS.DEVEL.	1,000	Professional development reimbursement in accordance with MOU.
<b>SUBTOTAL OPERATIONS</b>	<b>\$58,088</b>	

<b>INTERGOVERNMENTAL</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
541 COUNTY SERVICE CHARGES	67,000	Grant funds reimburse expense for meals for the Congregate Nutrition Program.

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$21,203	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADMIN ALLOC.	50,292	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	223,711	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	21,069	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
578 CENTRAL GARAGE ALLOC	11,145	Allocation of services provided by the Central Garage Internal Service including maintenance and repair of the City's rolling-stock, administration of rolling stock purchases, and management of contract repair of rolling stock as necessary.
579 EQUIPMENT REPLACEMENT TRANSFER	10,984	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
596 ENERGY DEBT ALLOC.	3,288	Allocation of lease-purchase debt service for improved energy efficiency at City buildings and facilities.
<b>SUBTOTAL INTERNAL ALLOCATIONS</b>	<b>\$341,692</b>	
<b>GRAND TOTAL</b>	<b>\$797,321</b>	

## **PARKS & RECREATION - BUILDINGS & FACILITIES MAINTENANCE DIVISION**

*The Buildings & Facilities Division of the Parks & Recreation Services Department is an internal service division that provides facilities maintenance and support services to all City Departments.*

### **PROGRAMS**

The Buildings & Facilities Division of the Parks & Recreation Services Department provides a clean and functional work environment for all users of City facilities. This includes repair and maintenance services for all municipal buildings and facilities, including routine custodial services for the City Hall, Library, Police Plaza, Veterans Memorial Recreation and satellite recreation centers, Senior Center, Cable Television, two Corporation Yards; periodic repairs and maintenance for two Fire Stations and various miscellaneous public buildings such as the Volunteer Firemen's Hall, Catalpa Storage building, and the Carlton Corners Scout House. These services are provided to user departments on a cost allocation basis. The primary services provided include:

- **CUSTODIAL MAINTENANCE**  
Provides routine custodial services for 17 City facilities
- **FACILITY MAINTENANCE**  
Ensures proper maintenance and repair is performed on equipment in 17 City facilities
- **FACILITY MANAGEMENT**  
Manages contracts and vendor relationships necessary to ensure that the City's building maintenance needs are being properly met

### **PRIORITY FOCUS**

The Buildings & Facilities Division provides a high level of customer service to the public and employees who utilize all of the City's facilities. For 2007-08 the focus of the Division will continue to work closely with all City departments and meet goals and objectives set by each. Continued emphasis will be placed on custodial support for all public facilities.

A number of improvements are planned that will enhance the overall appearance and image of the City's public facilities. This will include upgrades to the exterior paint for the entire Civic Center complex. Providing the Senior Center facility with updated room partitions and enhanced amenities for the kitchen that will improve the ability of City staff to meet the needs of a large portion of the community. To enhance the fire alarm system at City Hall that will provide the public with a safe and reliable system that will give adequate warning in the event of a facility emergency. The Division will continue to refine and improve custodial services in order to improve and maintain the overall appearance of all City facilities.

## PROGRAM RESOURCES

For 2007-08, the Division will further refine the delivery of essential services with the present staffing levels with continued cross training for staff in the maintenance of all City facilities. This will include scheduled annual maintenance of buildings and facilities needs to insure longevity of these facilities.

## REVENUES

The Buildings & Facilities Division is funded by internal allocations from both General Fund and Enterprise Fund Departments.

## EXPENDITURES

Approximately 59% of the Buildings & Facilities Division total operating budget is appropriated for salaries and benefits for full time employees. The remaining share of the operations budget provides for contracts, materials, equipment, custodial supplies, services, and internal service allocations.

## PERSONNEL

<b>Parks &amp; Recreations Department</b>	<b>General Fund</b>			<b>Internal Service</b>	
Classification	Recreation Services	Parks Maintenance	Senior Services	Buildings & Facilities	Total
Parks & Recreation Director	0.35	0.50	0.15	0.00	1.00
Recreation Services Manager	1.00	0.00	1.00	0.00	2.00
Parks & Facilities Manager	0.00	0.50	0.00	0.50	1.00
Recreation Services Supervisor	2.00	0.00	1.00	0.00	3.00
Field Supervisor	0.00	1.50	0.00	0.50	2.00
Maintenance Technician I/II	0.00	3.00	0.00	1.00	4.00
Senior Maintenance Worker	0.00	3.00	0.00	0.00	3.00
Maintenance Worker I/II	0.00	8.00	0.00	0.00	8.00
Custodian I/II	0.00	0.00	0.00	5.00	5.00
Executive Assistant	0.35	0.50	0.15	0.00	1.00
Secretary	0.50	0.50	0.00	0.00	1.00
<b>Total</b>	<b>4.20</b>	<b>17.50</b>	<b>2.30</b>	<b>7.00</b>	<b>31.00</b>

The Building and Facilities Division consists of 7.00 full time employees. These employees are responsible for providing preventative maintenance and repair of all City buildings and facilities. Oversight of this Division is provided by Parks & Recreation Services Department management and support staff and incorporated as part of the Parks Division operations.

## **2006-07 ACCOMPLISHMENTS**

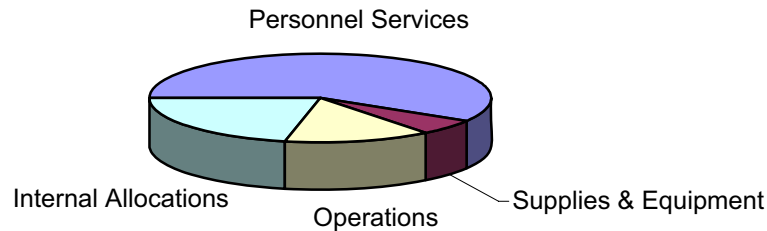
- ✓ Successfully completed projects that included the renaming and exterior renovation of the Veterans Memorial Recreation Center
- ✓ Developed a Hazardous Material Business plan for the facility emergency standby generators
- ✓ Renovation of the pool office area to better serve the community
- ✓ Installation of Public art at the Public Library
- ✓ Completed upgrade of appliances and amenities for the kitchen in the Senior Center

## **2007-08 GOALS & OBJECTIVES**

- Facilitate replacement of partitions at the Senior Center
- Collaborate with Public Works Engineering on the project of installing emergency standby generators for the Senior Center and Veterans Memorial Recreation Center facilities
- Continue to provide a preventative maintenance program that services the needs of the City's inventory of buildings and facilities Infrastructure
- Continue to assist user departments in a comprehensive review of City facility maintenance needs and operational requirements with an increase in regularly scheduled maintenance practices

## Parks & Recreation - Buildings & Facilities Maintenance Division

### 2007-08 Proposed Budget



	2007-2008 Proposed	Percent of Total
Personnel Services	\$617,454	59%
Supplies & Equipment	62,275	6%
Operations	145,150	14%
Internal Allocations	229,266	22%
<b>Grand Total</b>	<b>\$1,054,145</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 FULL-TIME SALARIES	\$441,724	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
120 OVERTIME	10,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
200 EMPLOYEE BENEFITS	165,730	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, uniform allowance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$617,454</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$775	Office supplies needed for facilities office operations.
311 GAS & OIL	3,400	Cover cost for fuel and supplies for two division vehicles.
312 JANITORIAL SUPPLIES	32,000	Janitorial supplies for city facilities including; City Hall, Cable TV, Fire and Police stations, Library, Corporation Yards, Senior Center, and 3 Recreation Centers.

***Supplies & Equipment (Cont.)***

313 UNIFORMS/SAFETY EQUIP	3,000	Uniforms, safety boots, and cleaning service for the 5 custodial staff.
331 BLDG, YARD, SHOP SUPPLIES	20,100	Supplies and materials needed for building repairs at City Hall, Cable, Fire and Police stations, Library, Corporation Yards, Senior Center, and 3 Recreation Centers.
350 TOOLS & EQUIP	3,000	Carpet cleaning extractor for City Hall.
<b>SUBTOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$62,275</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$2,200	Nextel phones for custodial personnel.
422 TRANSPORTATION ALLOW	200	Transportation cost for custodial staff to travel between facilities.
461 UTILITIES	44,600	Gas, electric, and garbage charges for City Hall and Library.
473 BLDG SHOP YARD CONTRACT MAINT	50,000	Service contracts for facility maintenance including HVAC, generators, structural pest control, automatic doors, and elevators.
476 CONTRACT REPAIR	45,700	Emergency repairs to facility equipment.
483 SECURITY SYSTEM	2,000	Alarm system at City Hall.
502 MEETINGS/CONFERENCES	225	Meetings related to facility maintenance.
505 STAFF TRAINING	225	Training for custodial staff.
<b>TOTAL OPERATIONS</b>	<b>\$145,150</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$27,318	Allocation of liability and workers' compensation claims and administration based on claims history.
577 INFORM.TECH. ALLOC	4,693	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.

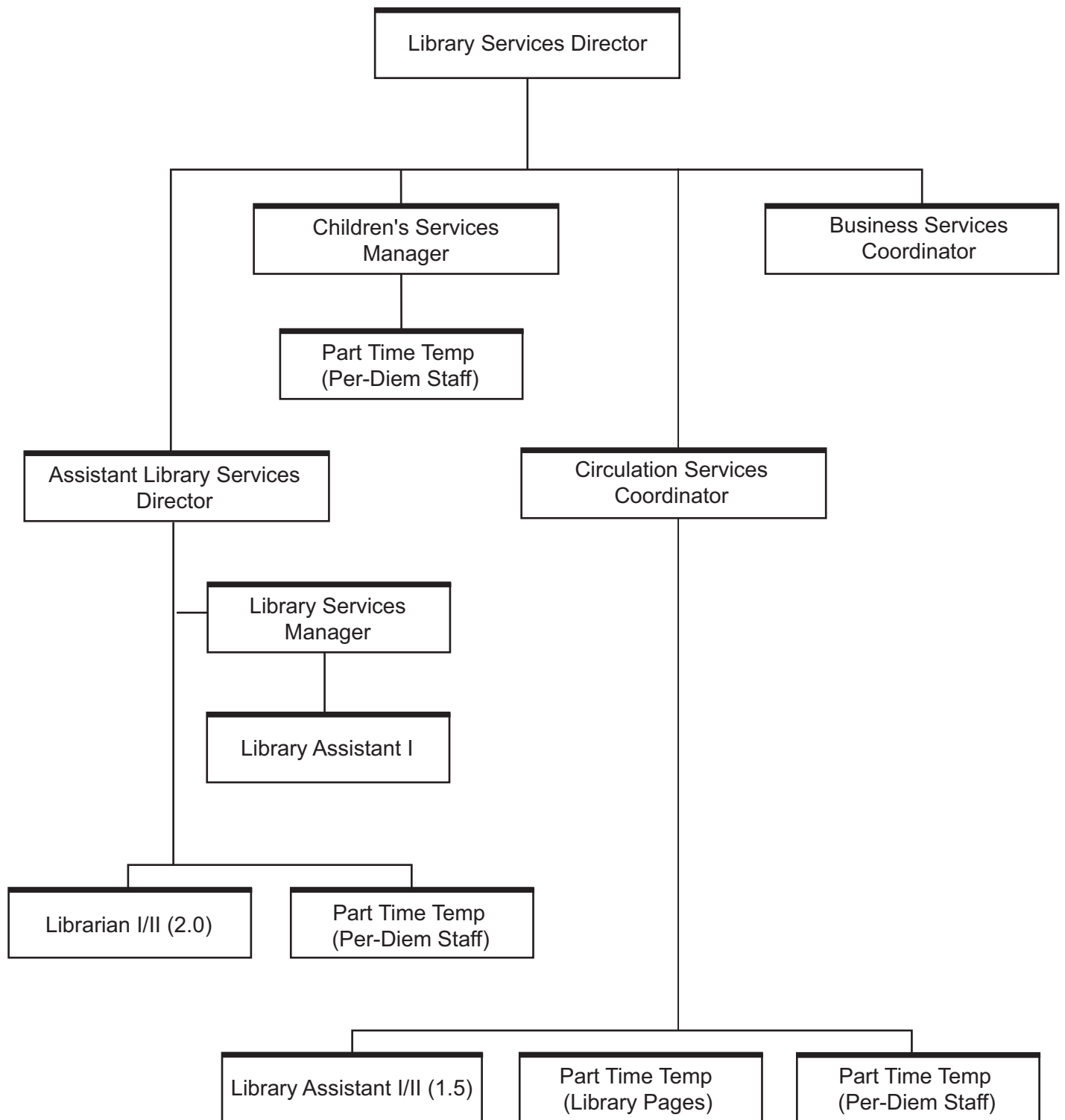
***Internal Allocations (Cont.)***

578 CENTRAL GARAGE ALLOC	7,103	Allocation of services provided by the Central Garage Internal Service including maintenance and repair of the City's rolling-stock, administration of rolling stock purchases, and management of contract repair of rolling stock as necessary.
579 EQUIPMENT REPLACEMENT TRANSFER	136,932	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
596 ENERGY DEBT ALLOC.	53,220	Allocation of lease-purchase debt service for improved energy efficiency at City buildings and facilities.
<b>TOTAL INTERNAL ALLOCATIONS</b>	<b>\$229,266</b>	
<b>GRAND TOTAL</b>	<b>\$1,054,145</b>	



**LIBRARY SERVICES  
DEPARTMENT**

# LIBRARY SERVICES



## LIBRARY SERVICES

*The San Bruno Public Library provides materials and services of popular interest to the community, emphasizing and encouraging reading by children, supplementing the educational needs of the community, and furnishing timely, accurate information.*

*Our mission statement is anchored by the following assumptions:*

*A responsibility to offer free Library service  
The City's commitment to a municipal Library  
Responsiveness to the community  
Utilization of modern technology  
Cooperative efforts with other City departments, other libraries, and other agencies  
Commitment to intellectual freedom for all*

## PROGRAMS

The San Bruno Public Library offers Library services to San Bruno residents in cooperation with the Peninsula Library System, a consortium of all public and community college libraries in San Mateo County. Library staff serves on 6 overlapping, cross-functional teams organized to optimize productivity, communication, and flexibility toward the ultimate goal of exceptional customer service, providing 59 open hours of Library services per week. The primary services provided include:

- **CIRCULATION SERVICES**  
Provides materials circulation, issuance of new library cards, fills materials reservations, and maintains usage statistics.
- **CHILDREN'S/YOUNG ADULT SERVICES**  
Plans numerous story times, class visits, and Summer Reading Club activities. Also oversees collection purchases for children and young adults.
- **INFORMATION SERVICES**  
Answers reference questions, provides database services (remote and in-house), and Internet sign-ups.
- **OUTREACH SERVICES**  
Provides delivery and pickup of library materials for any person who, for reasons of health, cannot come to the Library and does not have someone available to pick up their library materials. Other services include tours of the library facilities, high school visits, Teen Advisory Board meetings, Book Club activities, and a newsletter subscription.
- **TECHNICAL SERVICES**  
Is responsible for adult collection purchases and processing, computer support, materials de-selection and overall collection maintenance.
- **LIBRARY OPERATIONS**  
Oversees budget, personnel management, marketing and public relations and implements the capital improvement project budget to assure an adequate facility to meet community needs.

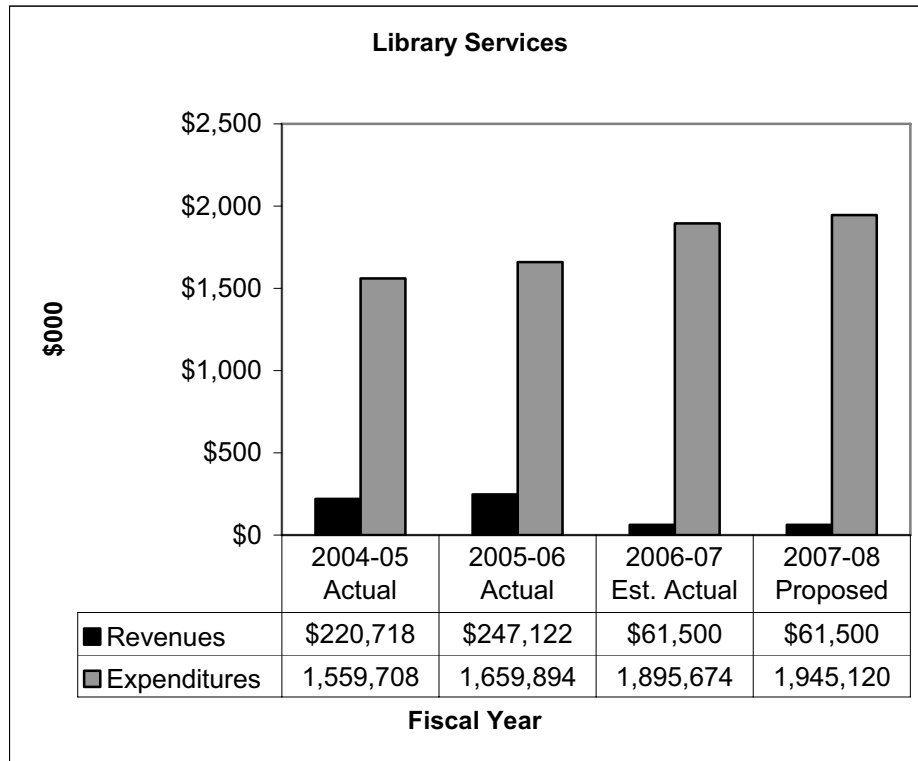
## **PRIORITY FOCUS**

The Library's chief focus for the 2007-08 year will be to continue the work program adopted by the City Council to prepare a building program, based on the updated needs assessment. This includes the general requirements, and space need descriptions for the proposed new library and civic multipurpose room. Also included is a site analysis and site strategies, which will outline the opportunities and constraints associated with the development of a library. These will address the parking needs as well as review the remodeling of the existing facility. Once this work is completed and community input received, the City Council will have the analysis and data necessary in order to make informed decisions about the future of the Library.

The Library has developed several initiatives for 2007-2008 that support the City Council's priorities of a strong economic focus, excellence in customer service delivery, and enhancement of the City's appearance and image. In our continued efforts to enhance revenue streams for library fines and fees, we have implemented, along with the rest of the Peninsula Library System, an ecommerce module that now allows library users to pay their fees online. Customer service delivery has been improved through changes in policies that allow longer loans and higher loan limits on library materials. In addition, changes to the user interface of the library catalog have resulted in more ease of use for library customers in finding and reserving materials. The implementation of the Tutor.com online homework help service has also been highly successful. To improve the appearance of the library facility, additional seating was added to the Children's Room to accommodate after-school crowds, and more space was opened up to allow for easier browsing.

## **PROGRAM RESOURCES**

The Department's programs require total resources in its expenditure budget of \$1,945,935 for employee salaries, library materials and daily operations. To administer services, the Library requires a workforce of 10.50 authorized full-time employees, supplemented by part-time temporary employees who fill the positions of Library Pages and per-diem personnel. Cost recovery measures include fines and fees for services, contracts with a collection agency for delinquent accounts, and the utilization of shared services with the Peninsula Library System.



### REVENUES

In addition to monies received from Departmental fines and fees, the Library utilizes several approaches to capture revenue. The Peninsula Library System continues to contract with Unique Management, a Library-specific collection agency. Automated payment machines for printing also allow the Department to collect more up-front fees. The aforementioned ecommerce service has also helped to capture additional revenue.

For the fourth time, this year's budget also includes a \$75,000 transfer from the State Public Library Fund into the Library's general fund operating budget. Historically, these funds have been reserved for a new Library building project. This transfer allows the Library to continue its current operating hours of 59 hours per week for this fiscal year.

### EXPENDITURES

The Department's major non-personnel expenditures necessary to the delivery of Departmental programs are the materials budget allocation of \$142,000, and contract services in the amount of \$110,153. The allocation to purchase library materials remains at the level of the prior year, thus diminishing the purchasing power for new materials, which continue to increase in price. Peninsula Library System membership and fees have also remained at last year's levels.

## PERSONNEL

### Personnel Summary

<b>Library Services Department</b>	
Classification	<b>General Fund</b>
Library Services Director	1.00
Assistant Director	1.00
Children's Services Manager	1.00
Library Services Manager	1.00
Library Services Coordinator	2.00
Librarian	2.00
Library Assistant I/II	2.50
Total	10.50

The largest part of the Department's budget is personnel. In 2006-2007 the number of authorized full-time personnel was 10.50. In addition to the regular employees, the Library has a part-time temporary personnel budget, of which approximately 60% is used for per-diem personnel and 40% for Library Pages.

### 2006-2007 ACCOMPLISHMENTS

During FY 2006-07, the library finished the following initiatives in support of the City Council's Priority Focus areas:

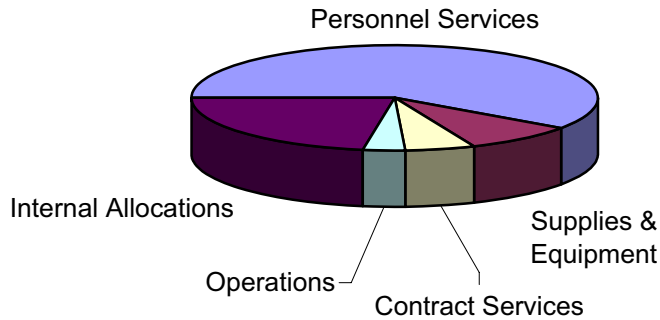
- ✓ Implemented ecommerce for the payment of library fines
- ✓ Added the Tutor.com live online homework help service to the library's electronic services.
- ✓ Added more seating to the Children's Room to accommodate after-school library use by students.
- ✓ Received the PR Excellence award from the California Library Association for the library's logo and card redesign campaign.
- ✓ Increased the Spanish language collection to respond to the demand from the local community.
- ✓ Participated with Peninsula Library System members in the highly successful One Book, One Community program, encouraging San Mateo County residents to read the same book.
- ✓ Increased loan periods and loan limits on library materials.

- ✓ Made cataloging enhancements to the Children's collection that made materials easier to find on the shelves.

## **2007-2008 GOALS & OBJECTIVES**

- ❑ Implement a self-service checkout unit to increase circulation and decrease customer wait time
- ❑ Partner with the Online Computer Library Center to provide software that will simplify the library catalog and enable library users to find and reserve materials in an easier manner
- ❑ Digitize historical newspapers currently on microfilm
- ❑ Implement Capital Improvements in the Children's Room and other areas of the library to improve the appearance of the facility.
- ❑ Design a new signage and way-finding sign system for the Library, both interior and exterior, that helps customers locate materials, collections, and services in a manner that allows more self-directed use

## Library Department 2007-08 Proposed Budget



	2007-08 Proposed	Percent of Total
Personnel Services	\$1,164,459	60%
Supplies & Equipment	168,200	9%
Contract Services	110,153	6%
Operations	63,288	3%
Internal Allocations	439,835	23%
<b>Grand Total</b>	<b>\$1,945,935</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 REGULAR SALARY	\$784,953	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
102 REGULAR PART TIME	24,869	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
111 PART TIME TEMPORARY	144,968	Salaries for part-time temporary & per-diem employees, including 6 Library Pages averaging under 20 hrs per week, 4 Librarians averaging 15 hrs per week, and 8 Library Assistants, averaging 18 hrs per week.
120 OVERTIME	1,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable.
200 EMPLOYEE BENEFITS	208,669	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays, acting pay, & other pay.
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$1,164,459</b>	



SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$19,400	Supplies, including photocopier & printer paper, pens and pencils needed for daily operations; other supplies needed to process and circulate library materials; security tags and locking cases for theft prevention; misc. vendors for specialty items such as self-inking customized stamps, and unique paper sizes and colors.
318 LIBRARY BOOKS & MATERIALS	142,000	Books and audiovisual materials; magazines, periodicals and newspaper subscriptions for library use and circulation; misc. small vendors for various reference and audiovisual items, such as World Book Encyclopedia, Spanish language materials, foreign language CD's.
350 TOOLS & EQPT. -\$25K	6,800	Computer & peripheral replacement of the 6 oldest/non-working of the 37 computer inventory.
<b>SUBTOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$168,200</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
409 OTHER SERVICES-MISC	\$110,153	Provides computer and automated services applications, including the circulation system, public access catalog, databases, and public internet membership in the PLS joint powers agreement; offers learning and tutor services through the North County Project Read Program; provides cataloging and inter-library loan access; vendor for current circulation system and other modules, such as public access catalog, acquisitions, and serials.

OPERATIONS	BUDGET REQUEST	DESCRIPTION
411 COMMUNICATIONS	\$6,000	Internal allocation charges for phones and phone service; cell phone charges; monthly charges for modems and fax lines; library-specific requests for programming of the automated response unit.
412 POSTAGE	1,000	Postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
422 TRANSPORT. ALLOWANCES	3,288	Monthly auto allowance in accordance with MOU for Director.

**Operations (Cont.)**

423 TRAVEL/VEHICLE USE	900	Reimbursement for business-related travel expenses.
461 UTILITIES	25,000	Electric and gas utility charges for Library facility.
471 OFF.EQPT.MAINT.	1,400	Monthly copier usage charges.
483 SECURITY SYSTEM	1,000	Security alarm system for building.
490 RENTAL & LEASES	4,300	Monthly lease payments for staff copier (\$2495) & public copier (\$1805).
501 DUES & MEMBERSHIPS	1,400	Membership in California Library Association (\$600) and American Library Association (\$500) for professional development; memberships in organizations such as the San Mateo Historical Association, Innovative Users Group (\$300).
502 MEETINGS/CONFERENCES	5,500	Peninsula Library System meetings and workshops (\$1,500); California Library Association meetings and annual conference (\$2,000); Public Library Association Biannual Conference (\$2,000).
508 MGMT. & PROFESS.DEVEL.	2,500	Professional development reimbursement for 1 dept. head and 3 mid-managers, in accordance with MOU.
509 TUITION REIMBURSE.	3,000	Employees pursuing Masters in Library and Information Science in Fall 2007.
523 SPEC.PROJECTS/EVENTS	8,000	After-school special performers, such as Cotton Candy Express, P & T Puppet Theatre, Lizzard Lady (\$3,000); weekly programs and activities relating to the Summer Reading Program (\$3,000); family, pre-school and toddler weekly story times (\$2,000).
<b>SUBTOTAL OPERATIONS</b>	<b>\$63,288</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$47,580	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADMIN. ALLOC.	201,618	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	116,360	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.

***Internal Allocations (Cont.)***

577 INFORM.TECH. ALLOC	42,358	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
579 TRF.TO CAPITAL/RES. FUND	11,075	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
596 ENERGY DEBT ALLOC.	20,844	Allocation of lease-purchase debt service for improved energy efficiency at City buildings and facilities.
<b>SUBTOTAL INTERNAL ALLOCATIONS</b>	<b>\$439,835</b>	
<b>GRAND TOTAL</b>	<b>\$1,945,935</b>	

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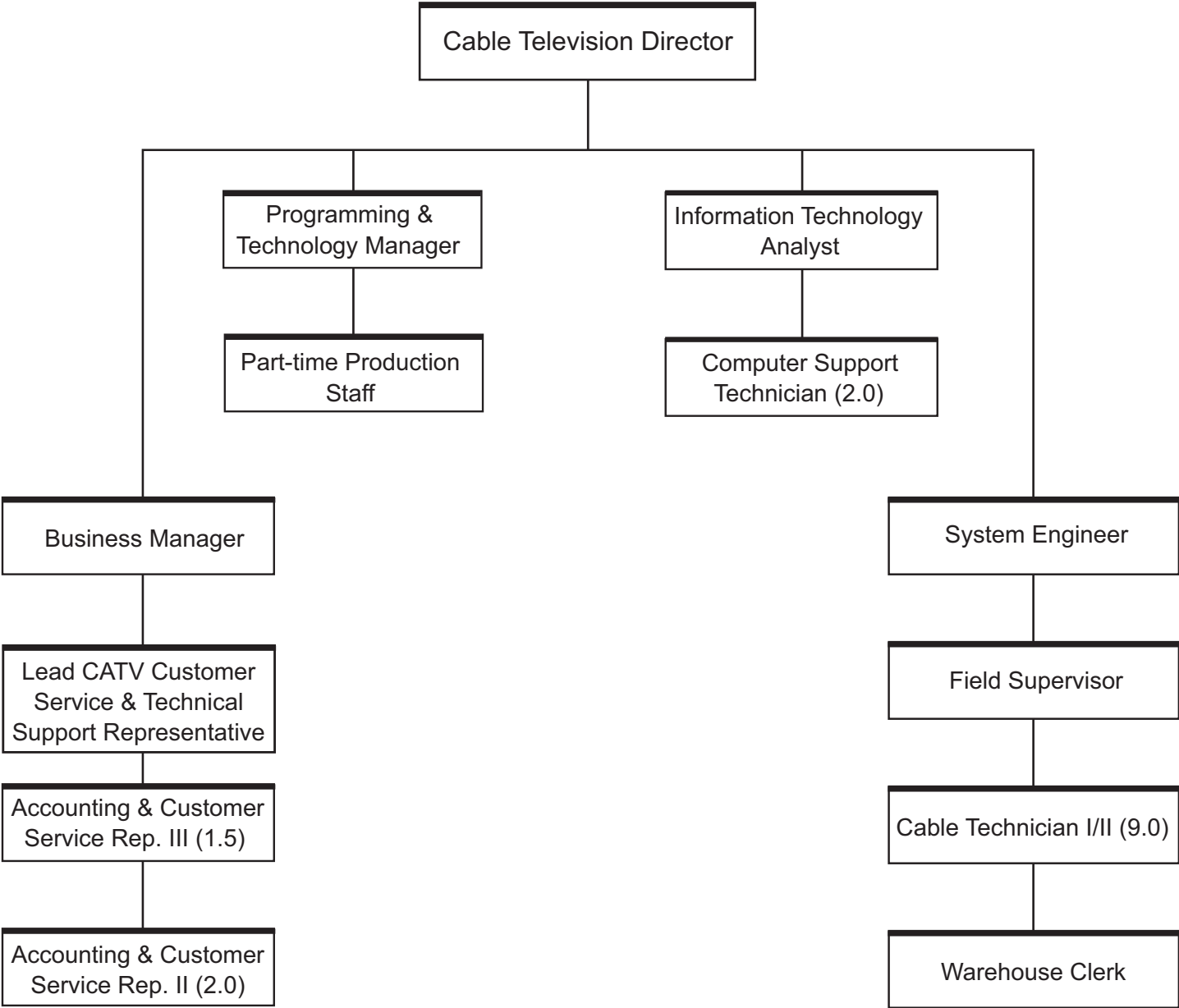
# **CABLE TELEVISION DEPARTMENT**

OPERATIONS DIVISION

LOCAL ORIGINATION DIVISION

TECHNOLOGY SUPPORT DIVISION

# CABLE TELEVISION DEPARTMENT



## **CABLE TELEVISION - OPERATIONS & LOCAL ORIGATION DIVISIONS**

*San Bruno Cable Television Department delivers a full suite of broadband services including Basic Cable, Premium Cable Programming, Local Origination, Digital Cable, Pay-Per-View Programming, High Definition Television, Digital Video Recorders, Video on Demand and High Speed Internet Services over a state-of-the-art cable plant at very competitive rates while providing excellent customer care and service.*

### **PROGRAMS**

The Cable Television Department is responsible for managing San Bruno Cable, an enterprise of the City of San Bruno, and the Local Origination Division, which operates San Bruno Cable Channel 11. San Bruno Cable delivers a full suite of broadband video and data services through a state-of-the-art cable network consisting of over 100 miles of cable plant. The Cable Department currently serves 9,930 Cable and 4,449 High Speed Internet. Of the 9,930 Cable Service customers, 280 receive a 25% low-income discount on the Limited Basic service. The Cable Department continues to experience losses in Basic subscribers as a result of increasing competition from satellite cable service providers.

The Department's work program consists of the following:

- **CUSTOMER SERVICE/SUPPORT**

The Department strives to attain excellence in customer service through the employment of tenured and seasoned customer service personnel and field technicians, delivery of 24/7 Internet technical support service, information website, support via e-mail, and on-line bill presentation and payment option for subscribers.

- **STATE OF THE ART DELIVERY SYSTEM**

The Department maintains the cable system in compliance with Federal Communication Commission (FCC) regulations, and implements the latest advancements in cable technology to ensure not only a high level of service, but to provide the community with a choice of broadband services. The cable system will undergo a conversion to a Digital Simulcast system where all the cable signals will be digitized to improve picture quality and to create channel capacity to meet current programming obligations and future expansion needs. The cable plant is being continually expanded to serve every new subdivision within the City.

- **ANALOG, DIGITAL, HDTV AND VIDEO ON DEMAND SERVICES**

San Bruno Cable currently offers 277 television channels of analog and digital programming. The analog programming consisting of 75 channels is offered in two tiers, Limited Basic and Expanded Basic. The digital programming consists of 202 channels and is available in a variety of service tiers under the DigiStar brand. Video on Demand consists of approximately 2,500 hours of on-demand programming and is available to all Digital Basic subscribers. High Definition Television and Digital Video Recorders are also available as add-on services.

- **HIGH SPEED INTERNET SERVICE**

San Bruno Cable also offers High Speed Internet Service with downstream speeds of up to 10 Mbps, and upstream speed choices of up to 256 Kbps, 512 Kbps and 1 Mbps.

- **WIRELESS INTERNET SERVICE (Wi-Fi)**

San Bruno Cable currently offers Wi-Fi Service at the Shops at Tanforan and will expand the service to other areas of the City such as Downtown San Bruno, Bayhill Shopping Center, and San Bruno Town Center.

- **VOICE OVER INTERNET PROTOCOL SERVICE (VoIP)**

The Department is exploring Voice over Internet Protocol (VoIP) as a new service to complement Cable and Internet Services. The VoIP service will include limited and unlimited local and long distance service, and the calling features offered in standard telephone service. International calling plans will also be available.

- **LOCAL ORIGINATION PROGRAMMING**

The Local Origination Division of the Cable Department is responsible for managing the activities of San Bruno Cable Channel 11. A Programming and Technology Manager, assisted by temporary part-time staff and student interns from Capuchino High School, operate the Channel. San Bruno Cable Channel 11 airs meetings of the San Bruno City Council, City Commissions, School Board, High School sporting events, and other local events and festivals. Public service announcements and personal messages are also posted on Channel 11.

## **PRIORITY FOCUS**

During 2007-08, the Department will primarily focus on marketing its products and services. The increase in competition for subscribers necessitates a redoubling of resources to marketing. With the Department now offering video, Internet and voice services, staff will invest its marketing resources to promote product bundles of video, internet and phone to grow incremental subscribers and offer cost savings to value oriented subscribers.

The Department will also focus on plant repair and maintenance to ensure the highest level of service for the customers. The latest service offerings, High Definition TV, High Speed Internet, Video on Demand and Digital Voices, require a highly efficient cable plant. Since digital set-top boxes were deployed to 100% of the customer base, the number of physical video installation work is reduced because the services can be activated remotely from the office. The work effort of cable technicians will be shifted to service calls and plant repair and maintenance. Internet and Voice customers can continue to expect 24/7 customer support.

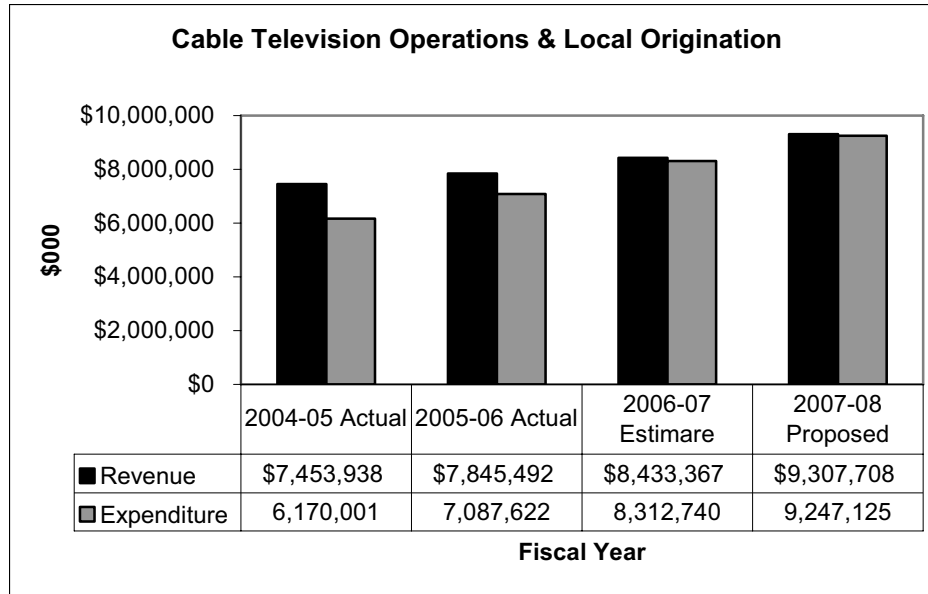
The Departments migration to an all-digital system will be an on-going activity.

The Department will also explore opportunities to expand into commercial Voice service to generate incremental revenues. Also, opportunities to collaborate and share resources to reduce costs through strategic partnerships will be explored.

## **PROGRAM RESOURCES**

During 2007-08, the Cable Department is expected to generate \$9,307,708 in revenues and incur expenditures in the amount of \$9,041,478 which includes equity earning transfers of \$857,134, in lieu franchise fee of \$428,567, debt service of \$404,400 and transfer to System Replacement Fund of \$477,024.





### REVENUES

The 2007-08 Revenue Budget is based on the following major assumptions: (a) Rate increase of 7.5% on Expanded Basic Service and Bulk Basic and Bulk HBO accounts effective July 1, 2007. (b) Collapse of Digital Sports Tier and Digital Movie Tier into Digital Basic Tier, and increase of Digital Basic Tier to \$15.70 per month inclusive of fees effective July 1, 2007. (c) Decline in Basic Cable revenue due to subscriber losses, and growth in Digital, Internet and Voice revenues due to incremental subscriber growth.

The Local Origination division will be funded in the amount of \$147,553 from Cable revenues based on the City Council approved monthly allocation of \$1.25 per Basic Cable subscriber.

Revenue	2004-05 Actual	2005-06 Actual	2006-07 Est. Actual	2007-08 Proposed
Basic Service (incl Local Orig.)	\$5,295,919	\$4,985,688	\$4,902,182	\$4,986,671
Internet Service Fees	1,182,415	1,392,760	1,547,232	1,600,157
Premium Channels	-	429,385	666,882	678,015
Digital Service	-	219,816	404,181	711,081
Pay-Per-View	-	50,089	72,413	-
Video On Demand (VOD)	-	5,504	25,317	113,055
International Programming	-	29,339	47,445	59,328
Pass-Through Fees	316,850	327,191	337,823	367,661
Voice Service	-	-	17,042	405,775
Wi-Fi Service	-	-	0	1,659
Fiber Leasing	-	-	-	15,600
Other Receipts	658,754	405,720	412,851	368,706
<b>Total Revenues</b>	<b>\$7,453,938</b>	<b>\$7,845,492</b>	<b>\$8,433,367</b>	<b>\$9,307,708</b>

## EXPENDITURES

The most significant addition to the 2007-08 Expenditure Budget is the interest and principal payment on borrowings of \$1,800,000 from GE Capital to finance the purchase of 20,000 digital set-top boxes. The note is payable semi-annually over 5 years. The debt service charge for 2007-08 is \$404,400.

Recurring licensing and support costs for video on demand, Internet, and digital simulcast that were capitalized as part of the equipment purchase price in 2006-07 are now separately itemized and expensed in the Maintenance – Data Processing account.

The Department is also expecting to experience an increase in legal costs. The large number of new and renewal contracts coupled with the complexity of the contracts has required the Department to contract with outside legal counsel to ensure the best representation of the City's interest.

The Federal Communications Commission (FCC) has ordered all Internet Service Providers to become compliant with CALEA (Communications Assistance for Law Enforcement Act), which has resulted in additional costs for the Department. The Department has contracted with Parasun Technologies to serve as the Cable Departments Trusted Third Party service provider to meet the FCC's CALEA order.

The addition of Digital Phone Service requires the collection of Universal Service Fund fee, E911 charge, and other state and federal excise taxes. All of these assessments are passed through to the customers and have no financial impact on operating costs.

Since the Department began offering on-line bill presentation and payment option to cable customers the amount of walk-in traffic and manual payment processing has decreased. This improvement in productivity has resulted in an increase in credit card transaction processing fees.

Lastly, the change in federal and state telecommunications regulations has impacted the level of competition in the market. In addition to competition from satellite cable service providers, the local telecommunications service providers have entered the cable television market with an alternative video service called Internet Protocol Television (IPTV). The new competitive landscape is requiring the Cable Department to increase its marketing efforts.

Expenditures	2004-05 Actual	2005-06 Actual	2006-07 Budget	2006-07 Est. Actual	2007-08 Proposed
CATV Operations	\$6,539,138	\$7,879,173	\$7,967,610	\$8,246,500	\$9,041,478
Local Origination	159,162	164,612	226,267	66,241	205,669
Total Expenditures	\$8,043,785	\$8,043,785	\$8,193,877	\$8,312,740	\$9,247,147

## PERSONNEL

### Personnel Summary

<b>Cable Television Department</b>	<b>Cable Enterprise</b>		<b>Internal Service</b>	
Classification	Operations	Local Origination	Technology Support	Total
Director	0.85	0.15	0.00	1.00
System Engineer	1.00	0.00	0.00	1.00
Business Manager	1.00	0.00	0.00	1.00
Programming & Network Mgr	0.00	1.00	0.00	1.00
Info. Tech. Analyst I/II	0.00	0.00	1.00	1.00
Computer Support Tech.	0.00	0.00	2.00	2.00
Field Supervisor	1.00	0.00	0.00	1.00
Technician III	3.00	0.00	0.00	3.00
Technician I/II	6.00	0.00	0.00	6.00
Warehouse Clerk	1.00	0.00	0.00	1.00
Acct. & Cust. Serv. Lead	1.00	0.00	0.00	1.00
Acct. & Cust. Serv. Rep. III	1.50	0.00	0.00	1.50
Acct. & Cust. Serv. Rep I/II	2.00	0.00	0.00	2.00
Total	18.35	1.15	3.00	22.50

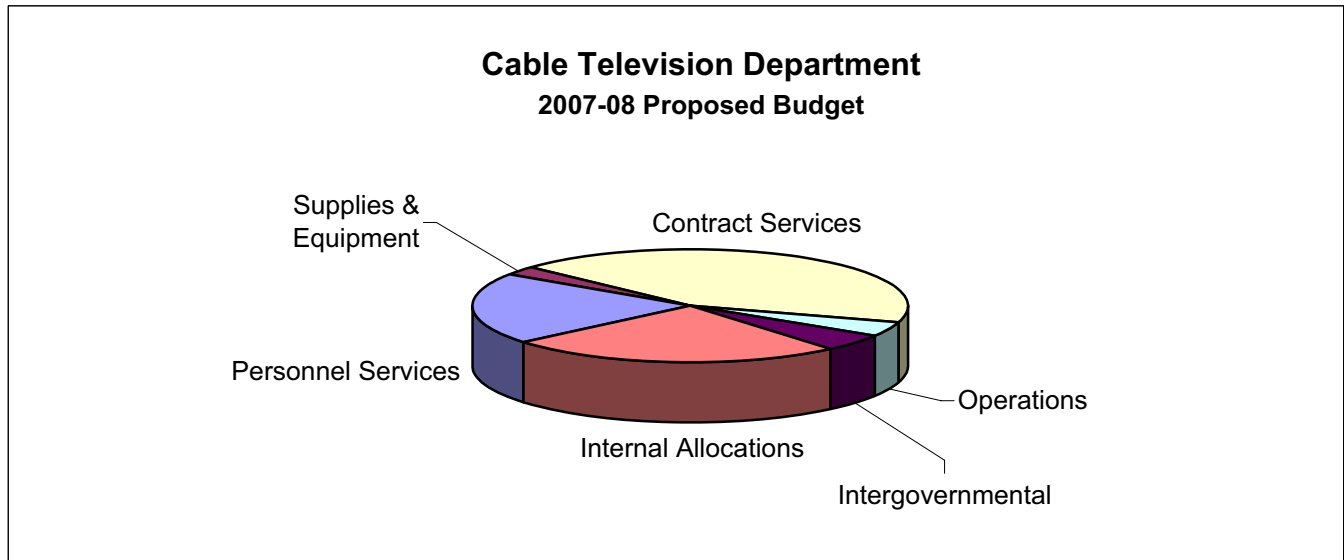
## 2006-07 ACCOMPLISHMENTS

- ✓ Contracted with vCentrix and launched Digital Voice Service.
- ✓ Implemented Digital Simulcast and distributed DCT-700 digital set-top boxes to 100% of the customer base.
- ✓ Installed additional Internet circuit for capacity and redundancy.
- ✓ Migrated to ARIN IP addressing to facilitate the use of multi circuits for the Internet service.
- ✓ Renegotiated Internet Technical Support Agreement with Parasun Technologies for an additional year with enhanced services and further cost savings.
- ✓ Renegotiated the Ad Sales Affiliate Agreement with Comcast Spotlight for 5-years. Assumed rate reduction of 1.5% for upgrade to digital ad insertion gear, which expands advertising capabilities on digital channels and video on demand.
- ✓ Completed plant extensions to The Village and Paragon Apartments at the Crossing.
- ✓ Added CNBC World, mun2, NBC Universal HD, Do-It-Yourself, Fine Living, and GMA Pinoy TV.

- ✓ Switched to DVDs and memory sticks for recording, archiving and copying of the City Council Meetings.
- ✓ Initiated a fiber-leasing program to utilize unused fiber to generate incremental revenue.

## **2007-08 GOALS & OBJECTIVES**

- ❑ Grow Digital Cable and Digital Phone subscriber bases through continuous promotion of discounted bundled services offers.
- ❑ Initiate Wi-Fi credit card billing and expand service coverage area to include Bayhill Business Park, Downtown San Bruno and San Bruno Towne Center.
- ❑ Extend cable plant to new development at the Crossings, SkyCrest and Merimont.
- ❑ Explore the addition of EWTN, Tennis Channel, CSTV, and CSPAN 2 to Digital Cable Tier to enhance programming lineup.
- ❑ Add ESPN Deportes, ESPN U, ESPN2 HD, and the digital signals of KRON, KBWB and KBCW to meet retransmission consent contractual obligations.
- ❑ Explore the addition of HGTV HD, Food HD, National Geographic HD, MTV HD, A&E HD and History HD to the HDTV Tier.
- ❑ Expand Video on Demand content by making local programming such as City Council Meetings, various Commission Meetings, local high school sporting events available for viewing on-demand.
- ❑ Launch Commercial Phone Service.
- ❑ Explore cost cutting opportunities through strategic partnerships to gain operating efficiencies and enhance operating cash flow.



	2007-08 Proposed	Percent of Total
Personnel Services	\$1,862,276	21%
Supplies & Equipment	212,460	2%
Contract Services	3,878,353	43%
Operations	377,699	4%
Intergovernmental	454,567	5%
Internal Allocations	2,256,123	25%
<b>Grand Total</b>	<b>\$9,041,478</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 FULL-TIME SALARIES	\$1,219,356	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
111 CASUAL/TEMPORARY SALARIES	103,632	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
120 OVERTIME	51,400	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable.
200 EMPLOYEE BENEFITS	487,888	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$1,862,276</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$13,500	Purchase of office supplies and service necessary for the delivery of services to the department/division's customer as follows:
311 GAS & OIL	11,000	Allocation of fuel used by division's vehicles, gas and diesel. Vehicles include: 15 vehicles, 2 diesel generators, & 5 propane generators.
313 UNIFORMS/SAFETY EQUIP	5,000	Uniform replacement for cable employees.
314 FIELD SUPPLIES	56,800	Cable, connectors, amplifiers, modulators, etc.
323 ELECTRONIC EQPT MAINT	9,000	Repairs of digital set-top boxes, plant, and headend equipment.
350 TOOLS & EQUIP	113,660	Purchase of Headend Equipment: small tools, (\$7,560); 80 deep cycle standby batteries, (\$10,000); Cisco Wi-Fi antennas, (\$5,500); Simulsat Dual Polarity feed assembly, (\$1, 500); 10 low noise blockers, (\$2,600); 1 laptop for headend, (\$1,500); 5 DSAM 3600B Sweep Field View upgrade, (\$2,000); audio sound normalizer, (\$1,500); light meter SCAPC connector, (\$1, 500); Cisco 24 port switch (\$4,200); Base T connector Modules, (\$3,700); 3 SA 9850 Receivers, (\$3,200); 4 Motorola 4400 MD, (\$10,800); 1 EGT Encoder, (\$4,600); Gig E Digital Receiver, (\$7,600); S/A 9828 Receiver, (\$3,000); RGB licenses I, (\$14,150); Motorola SEM, (\$11,500); High resolution surveillance system, (\$1,300); Telephone sequencer, (\$1,800)
351 OFFICE EQPT./FURNISH	3,500	Chairs and cabinets.
<b>TOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$212,460</b>	

CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
402 LEGAL SERVICES	\$15,000	Increased number of agreements for legal review.
407 INTERNET ACCESS/SERVICE FEES	663,973	Internet Circuit, (\$220,000); Internet Technical Support, (\$276,285); Internet CALEA Trusted Third Party Service, (\$3,600); Internet ARIN IP Lease, (\$2,250); Voice Service Fee, (\$161,208); Wi-Fi Service Fee, (\$630).
408 AFFILIATE CONTRACTS	3,156,000	National Cable Television Coop Programming License Fees, (\$2,644,491); Non-NCTC Programming License Fees, (\$511,509).
409 OTHER SERVICES-MISC	43,380	Answering service, (\$3,900); bill presentation, (\$9,900); security alarm, (\$2,700); TSQ/PPV processing, (\$2,880); credit card/ACH processing fee, (\$24,000).
<b>TOTAL CONTRACT SERVICES</b>	<b>\$3,878,353</b>	

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
411 COMMUNICATIONS	\$20,789	Allocation of local and long distance office telephone charges, 7 dedicated fax and data lines, and 14 mobile phones/pagers/radios.
412 POSTAGE	56,800	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail. Approximately 12,500 pieces per month between billings and collections.
423 TRAVEL/VEHICLE USE	100	Reimbursement for business use of personal vehicles.
461 UTILITIES	110,000	Service at the main Cable Office, Cable headend, and 24 power supplies/nodes.
463 UTILITIES OTHER	3,640	Garbage and water.
472 NETWORK SYSTEM MAINT	61,560	Billing support, (\$16,860); billing license, (\$10,500); VOD maintenance and support, (\$22,800); Cisco – CMTS support, (\$5,400); ETI – City Manager support, (\$4,500); CLI software upgrade, (\$1,500)
490 RENTAL & LEASES	14,560	Pole attachment rental payment to utility companies for aerial facilities.
501 DUES & MEMBERSHIPS	\$6,000	Society of Cable Television Engineers (SCTE)(\$695); San Bruno Chamber of Commerce (\$150); ASCAP – Music License (\$875); California Cable Television Association (CCTA) (\$4,280)
502 MEETINGS/CONFERENCES	10,000	National Cable Television Association (Cable Show), (\$2,500); National Cable Television Cooperative (Independent Show), (\$1,500); National Cable Television Cooperative (Winter Educational Conference), (\$1,500), Great Lakes Data Systems (Annual Users Conference), (\$1,500); Society of Cable Television Engineers (Expo), (\$1,500); American Cable Association (Washington Summit), (\$1,500).
503 PUBLICATIONS & SUBSCRIPTIONS	500	Subscriptions to Multichannel News, Cable World, Cable Fax.
505 STAFF TRAINING	1,500	Customer service and technical training sessions.
508 MGMT.PROFESS.DEVEL.	2,500	Personal and professional development for management staff per MOU.
509 TUITION REIMBURSE.	500	Reimbursement to employees for taking educational courses at local colleges and universities per MOU.
515 STAFF RECOGNITION	250	Staff recognition and project wrap-up.

**Operations (Cont.)**

519 PROMOTIONAL EXP. - ADNET	5,000	Organization contributions: Kids Sports Leagues and other local non-profit organizations and sponsorship. Event Costs: Operation Clean Sweep, Autumn Fest, and Business Expo.
523 SPECIAL PROJECTS/EVENTS	22,000	Contingency for misc. repair and maintenance work, (\$17,000); Simulsat Satellite Dish Maintenance, (\$5,000).
524 SALES & MARKETING	50,000	Marketing promotions using direct mail, bill messaging, Internet, and video and print advertisements.
529 CONTINGENCIES/OTHER	12,000	Employee salary & benefit contingency.

<b>TOTAL OPERATIONS</b>	<b>\$377,699</b>
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INTERGOVERNMENTAL	PROPOSED BUDGET	DESCRIPTION
560 INTERGOVERNMENTAL-OTHER	\$26,000	PenTV annual dues, (\$24,000); SAMCAT dues, (\$2,000).
563 IN-LIEU TAX & PASS THROUGH FEES	428,567	In-lieu of franchise fee (\$444,571, 5% of revenues), copyright fee (\$21,038), and voice taxes & fees (\$48,622).
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$454,567</b>	

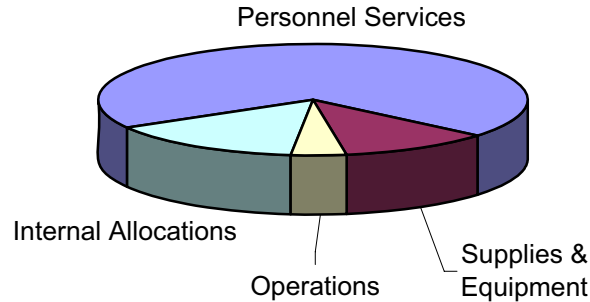
INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$92,026	Allocation of liability and workers' compensation claims and administration based on claims history.
573 GENERAL ADM. ALLOC.	243,815	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
576 BLDG.FACIL.ALLOC.	37,180	Allocation of services including janitorial, minor repairs and replacements, and other basic maintenance projects.
577 INFORM.TECH. ALLOC	50,375	Allocation of services including general software application helpdesk, computer and telephone network management, specialized software application administration, computer and peripheral equipment maintenance, and toner supplies.
578 CENTRAL GARAGE ALLOC	33,271	Allocation of services provided by the Central Garage Internal Service including maintenance and repair of the City's rolling-stock, administration of rolling stock purchases, and management of contract repair of rolling stock as necessary.
579 EQUIPMENT REPLACEMENT TRANSFER	477,024	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.



***Internal Allocations (Cont.)***

580 REVENUE SRVCS ALLOC.	42,172	Allocation of services provided by Revenue Services for the processing of daily transactions and deposits.
596 ENERGY DEBT ALLOCATION	3,726	Allocation of lease-purchase debt service for improved energy efficiency at City buildings and facilities.
702 UNCOLLECT.ACCT.REC.	15,000	Write-off of bad debt/uncollectible accounts.
726 CATV EQUITY EARN. TRANSF.	857,134	
726 DEBT SERVICE	404,400	Principal and interest payment on financing of set-top box purchase.
<b>TOTAL INTERNAL ALLOCATIONS</b>	<b>\$2,256,123</b>	
<b>GRAND TOTAL</b>	<b>\$9,041,478</b>	

### Local Origination 2007-08 Proposed Budget



2007-08 Proposed		
		Percent of Total
Personnel Services	\$142,849	69%
Supplies & Equipment	23,550	11%
Operations	8,394	4%
Internal Allocations	30,876	15%
<b>Grand Total</b>	<b>\$205,669</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 FULL-TIME SALARIES	\$98,941	Base salary and incentives for all department personnel, sworn and non-sworn, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
111 CASUAL/TEMPORARY SALARIES	8,000	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
200 EMPLOYEE BENEFITS	35,908	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, uniform allowance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$142,849</b>	

<b>SUPPLIES AND EQUIPMENT</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
301 OFFICE SUPPLIES	\$300	Purchase of office supplies and service necessary for the delivery of services to the department/division's customer.
311 GAS & OIL	550	Allocation of fuel used by division's vehicles, gas and diesel. Vehicles include:
313 UNIFORMS/SAFETY EQUIP	1,000	Uniform replacement for Local Origination employees.
314 FIELD SUPPLIES	1,500	Replacement parts for audiovisual equipment.
323 ELECTRONIC EQUIPMENT MAINT.	1,700	Repair and maintenance of audiovisual equipment.
350 TOOLS & EQUIP	18,500	DVD dubbing station (\$1,500); hard drive recorder (\$6,000); MPEG-4 recorder/player (\$4,000); analog to digital encoder (\$7,000).
<b>TOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$23,550</b>	

<b>OPERATIONS</b>	<b>PROPOSED BUDGET</b>	<b>DESCRIPTION</b>
411 COMMUNICATIONS	\$100	Allocation of local and long distance office telephone charges, 1 dedicated fax and data lines, and mobile phones/pagers.
461 UTILITIES	900	Electric service for production studio and equipment.
501 DUES & MEMBERSHIPS	200	NAB & SCTE membership.
502 MEETINGS/CONFERENCES	1,500	National Association of Broadcasters (annual conference).
503 PUBLICATIONS & SUBSCRIPTIONS	200	Subscriptions to Multichannel News, Cable World, & Broadcast Engineering
505 STAFF TRAINING	750	Technical training for Local Origination employees.
508 MGMT.PROFESS.DEVEL.	500	Personal and professional development per MOU.
518 COMMUNITY PROGRAMS	4,244	Program development costs.
<b>TOTAL OPERATIONS</b>	<b>\$8,394</b>	

INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$5,876	Allocation of liability and workers' compensation claims and administration based on claims history.
579 TRF.TO CAPITAL/RES. FUND	25,000	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
<b>TOTAL INTERNAL ALLOCATIONS</b>	<b>\$30,876</b>	
<b>GRAND TOTAL</b>	<b>\$205,669</b>	

## TECHNOLOGY SUPPORT DIVISION

*The Technology Support Division (TSD) of Cable Television is responsible for the planning, implementation, and daily management of the City's centralized data network and telephone system infrastructure and all related citywide technology applications.*

### PROGRAMS

Technology Support maintains and provides support for over 320 network accounts, over 500 pieces of peripheral equipment, and over 20 network applications on the Citrix Thin-Client network system located throughout City Hall and nine satellite locations: Library, Police, Fire Station 51, Fire Station 52, Cable Television, Public Works Corp Yard, Recreation Services, Parks Corp Yard, and Senior Center. All users have access to standardized software applications, shared files and folders, email, and the Internet. The Division also maintains and supports the City's telephone system (PBX), voicemail network, telephone calling plans, administers cell phone hardware, maintains the City's website and web server. The primary services provided include:

- **ON-GOING MAINTENANCE AND MONITORING**  
Technology Support monitors network equipment to provide 24/7 remote and direct access to the City's data network.
- **STAFF TRAINING**  
The Division trains City employees on network features and software to increase users' proficiency and comfort with technology as well as offer employees the ability to take training classes for more advanced coursework.
- **CENTRALIZED HELPDESK**  
The Division provides tracking, prioritizing of support calls, delivery of fast response time and departmental reporting.
- **CENTRALIZED PHONE MANAGEMENT**  
The Division maintains citywide phone system allowing for the addition, subtraction, and modification of phone extensions and voicemail boxes. The Division also manages cell phone and various calling plans.
- **CITY WEB SITE ADMINISTRATION**  
Technology Support manages the City's municipal website by ensuring access, stability, and usability.

### PRIORITY FOCUS

As an internal service, the Division provides technology support to the City's various departments. To further the goals of the City's priority focus, the division's maintenance of the City network, phone systems, and website provide the tools necessary for departments to conduct business.

### PROGRAM RESOURCES

For 2007-08 the Division will focus on maintaining the integrity and reliability of the network as identified in the Goals & Objectives section below.

## REVENUE

The Division is an Internal Service Fund, deriving its funding by allocating its expenditures to user departments based on a usage formula. This Fund supports all City departments and centralizes costs associated with the operation of the City network, hardware and software replacement. This Fund also supports the information system personnel costs and the contract costs for any outsourced labor. Allocation of this Fund's activities is based on a user Department's number of network peripherals, telephone system connections in use, and department specific software or hardware needs or requests.

## EXPENDITURES

The primary focus of the Division will be to provide user support and to ensure reliable network operations. The reliability of the network is paramount. To this end, there are various networking components such as the phone system and the storage area network operating system, that must be upgraded to insure the continued smooth operation of City networking functions.

The Division continues to promote efficient, self-reliant operations, eliminating the need to outsource regular maintenance work. The Division, however, maintains an umbrella support contract for expert technical support in the event of an emergency, allowing for speedy resolution and reduction of network downtime. The contract allows for unlimited phone support to troubleshoot any problems with the City's data networking equipment.

## PERSONNEL

### Personnel Summary

<b>Cable Television Department</b>	<b>Cable Enterprise</b>		<b>Internal Service</b>	
Classification	Operations	Local Origination	Technology Support	Total
CATV Director	0.85	0.15	0.00	1.00
System Engineer	1.00	0.00	0.00	1.00
Business Manager	1.00	0.00	0.00	1.00
Programming & Network Mgr	0.00	1.00	0.00	1.00
Info. Tech. Analyst I/II	0.00	0.00	1.00	1.00
Computer Support Tech.	0.00	0.00	2.00	2.00
CATV Supervisor	1.00	0.00	0.00	1.00
CATV Technician III	3.00	0.00	0.00	3.00
CATV Technician I/II	6.00	0.00	0.00	6.00
Warehouse Clerk	1.00	0.00	0.00	1.00
Acct. & Cust. Serv. Supervisor	1.00	0.00	0.00	1.00
Acct. & Cust. Serv. Rep. III	1.50	0.00	0.00	1.50
Acct. & Cust. Serv. Rep I/II	2.00	0.00	0.00	2.00
Total	18.35	1.15	3.00	22.50

The City's Technology Support Division is staffed with one (1) Information Technology Analyst and two (2) Computer Support Technicians. In order to maximize the department's potential and reduce the total cost of ownership of the City's information technology investments, adequate support and resources are essential.

## **2006-07 ACCOMPLISHMENTS**

- ✓ Upgraded the City's Citrix Network. Including upgrade to Presentation Server 4.0, replaced outdated citrix servers with blade servers, re-installation and configuration of all applications, The benefits of the upgrade is that the servers are more stable, more compatible with new software and easier to manage. Added the Citrix web component is an added feature which lets City Employees access the network remotely from anywhere without configuring additional software
- ✓ Replaced outdated network data switches in the City Hall Data Center. New switches increased bandwidth and reduced latency for users in the City Hall Complex.
- ✓ Replaced the following outdated production servers with new hardware; Domain Controller, Print server, Outlook Web (remote email access) server, Microsoft License server, City Web Site server, Back-up server, and rebuilt Police Department Anti-virus server.
- ✓ Completed major software upgrades to Sunpro, Safari/RecWare, CRW/TrakIT, Progressive Solutions, Geographic Information System (GIS – Added new Ortho photos), Anti-virus software, Governmental Accounting Research System (GARS), and
- ✓ Facilities: Installation of eleven (11) new phone lines in Emergency Operations Center offices as part of EOC rebuild project. Re-cabling of data and phone in Recreation Aquatics building.
- ✓ Completed Phase 1 of the Document Imaging/Management system installation and implementation. Phase 1 included installation of imaging server, high-speed scanner and workstation, installation of software application, and user training.

## **2007-08 GOALS & OBJECTIVES**

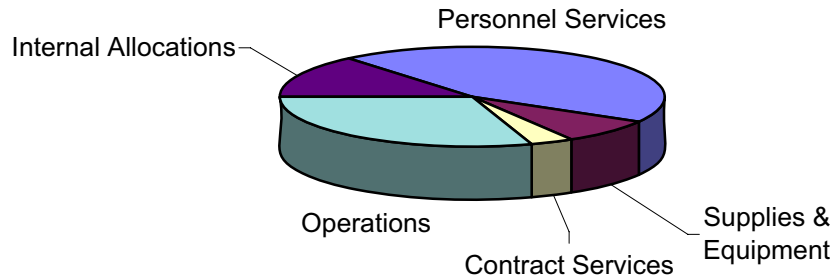
Continue to provide customer support to City staff on all network applications & equipment, telephones, and other related services

- ❑ Implement Phase 1 of the Disaster Recovery project. Implement disaster recovery plan to ensure continued critical operations in the event of emergency. Implementation includes disaster recovery center using VMware (Virtual Machine) technology and mission critical application and data testing.
- ❑ Replace network data switches at remote sites. The addition of bandwidth intensive applications requires faster data transfers and increased performance. Existing equipment can no longer provide performance necessary for daily traffic

- ❑ Complete Phase 2 of the Document Imaging & Management system installation and implementation
- ❑ Continue to provide technical support and design assistance in the modernization and rebuilding of the Emergency Operations Center (EOC) located in City Hall
- ❑ Continue to coordinate City staff computer training needs
- ❑ Software upgrade of the City's telephone (PBX) network and voicemail system to continue to ensure the continued stability
- ❑ Rollout of remote access software that allows *secure* remote access and control of desktops and/or user training. Thus reducing response time and the necessity to travel to different sites.
- ❑ Increase storage capacity of the Storage Area Network (SAN) to accommodate storage needs of the document imaging & management system



## Technology Support Division 2007-08 Proposed Budget



	2007-08 Proposed	Percent of Total
Personnel Services	\$282,374	44%
Supplies & Equipment	50,750	8%
Contract Services	23,500	4%
Operations	190,249	30%
Internal Allocations	87,860	14%
<b>Grand Total</b>	<b>\$634,733</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
101 FULL-TIME SALARIES	\$215,722	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
120 OVERTIME	500	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
200 EMPLOYEE BENEFITS	66,152	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>\$282,374</b>	

SUPPLIES & EQUIPMENT	PROPOSED BUDGET	DESCRIPTION
301 OFFICE SUPPLIES	\$19,500	Toner and other printer consumables for 28 departmental printers.
302 COPIER CHARGES	200	Maintenance fees and toner for copier machine.

**Supplies & Equipment (Cont.)**

350 TOOLS & EQUIP	28,550	Laptop for TSD (Daniel), (\$1,500); Printer Replacement - Membership Cards - Recreation, (\$3,600); Printer Replacement - Central Garage, (\$350); Printer Replacement - Library Services Director, (\$400); Printer Replacement - CATV Sys Engineer, (\$1,700); Printer Replacement - Parks Corp Yard, (\$4,000); Monitor Replacement - Water Division - (Dbosch, Gquinn), (\$550); Monitor Replacement - Engineering - (Ndahu, Tcypher), (\$550); Monitor Replacement - Finance (8 units), (\$2,200); PC - Engineering (Jshapona), (\$500); PC - Senior Center (Gdeeter, Jmattias, MTessier), (\$1,500); Laptop Replacement - Fire Chief, (\$1,500); Laptop Replacement - City Attorney, (\$1,500); Laptop Replacement - Recreation Services Director, (\$1,500); Windows Based Terminals - Replacement (10 units), (\$4,000); Uninterruptible Power Supplies (UPS) 10 units, (\$700); Mitel Phone Sets (5 units), (\$900); LCD Projector Replacement - General Use, (\$1,600)
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351 OFFICE EQPT./FURNISH	2,500	Tapes, cabling, harddrives, network components, (\$2,500)
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<b>TOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>\$50,750</b>
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CONTRACT SERVICES	PROPOSED BUDGET	DESCRIPTION
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401 PROF SERVICES	\$16,750	Data equipment support / Installation, (\$6,000); Web Development, (\$7,000); Microsoft/Citrix Related, (\$3,750)
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405 CONTRACTED TRAINING	6,750	Off-site training for City staff on server-based software applications including Microsoft Office Suite and web editing.
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<b>TOTAL CONTRACT SERVICES</b>	<b>\$23,500</b>
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OPERATIONS	PROPOSED BUDGET	DESCRIPTION
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411 COMMUNICATIONS	3,643	Allocation of local and long distance office telephone charges, 8 dedicated fax and data lines, and three 3 mobile phones/pagers. Annualized costs for modem lines for City network servers and three Tech Support cell phones
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412 POSTAGE	578	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail. Shipping cost to return equipment for repair
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423 TRAVEL/VEHICLE USE	300	Reimbursement of Personal car use for TSD staff
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471 OFFICE EQUIPMENT MAINTENANCE	2,600	Repair and maintenance of various departmental computer & office equipment
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**Operations (Cont.)**

472 NETWORK SYSTEM MAINT	133,837	Compaq On-site 4 Metaframe DL360 Servers, (\$1,800); VoicePro, (\$14,600); MTM Technologies (formerly Vector), (\$12,756); Fortigate Internet Appliance Maintenance, (\$3,200); Dell SAN Heathcheck (\$2,100); Dell Blades and Enclosure, (\$16,450); Software Support for Finance Dep, (\$70,057); @Comm Call Accounting Software, (\$1,274); Upgrade to Mitel Lightware 34 & OpsManager, (\$11,600)
478 SOFTWARE LICENSE FEES	39,661	Network Software - Renewals: Citrix Systems Metaframe , (\$5,300); Norton Anti-virus (Network 170 users), (\$2,885); Veritas Backup Exec (Support/License), (\$1,321); ArcView GIS User License (3), (\$2,100);. Network Software – One time purchase: Misc. (network monitoring, traffic control, MS Excel, remote access), (\$5,050). Departmental Software - Renewals: IBM Universe (Finance), (\$3,105); CRW Associates - TrakIt (Various Departments), (\$5,000); MetroScan (Various Departments), (\$6,800); RecWare Safari (Recreation), (\$4,700); SunPro Aether Systems (Fire), (\$3,400)
501 DUES & MEMBERSHIPS	\$130	Municipal Information Systems Association of California (MISAC), (\$130)
502 MEETINGS/CONFERENCES	900	Annual Government Technology Conference, (\$900)
503 PUBLICATIONS & SUBSCRIPTIONS	600	Subscription to Microsoft TechNet, (\$600)
505 STAFF TRAINING	7,500	Technology support staff training on Microsoft and production applications, web editing, networking, telephone system and storage network equipment: EMC storage, (\$2,700); EMC, (\$1,800); Citrix, (\$1,500); Various (\$1,500)
508 MGMT.PROFESS.DEVEL.	500	Personal and Professional Development reimbursement for equipment and supplies related to the employee's maintenance of a home office.

<b>TOTAL OPERATIONS</b>	<b>\$190,249</b>
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INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$12,860	Allocation of liability and workers' compensation claims and administration based on claims history.
579 EQUIPMENT REPLACEMENT TRANSFER	70,000	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.

***Internal Allocations (Cont.)***

596 ENERGY DEBT ALLOC.	5,000	Allocation of lease-purchase debt service for improved energy efficiency at City buildings and facilities.
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<b>TOTAL INTERNAL ALLOCATIONS</b>	<hr/> <b>\$87,860</b> <hr/>
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<b>GRAND TOTAL</b>	<hr/> <b>\$634,733</b> <hr/>
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## **NON – DEPARTMENTAL**

**GENERAL NON-DEPARTMENTAL**

**GENERAL LONG TERM DEBT SERVICE**

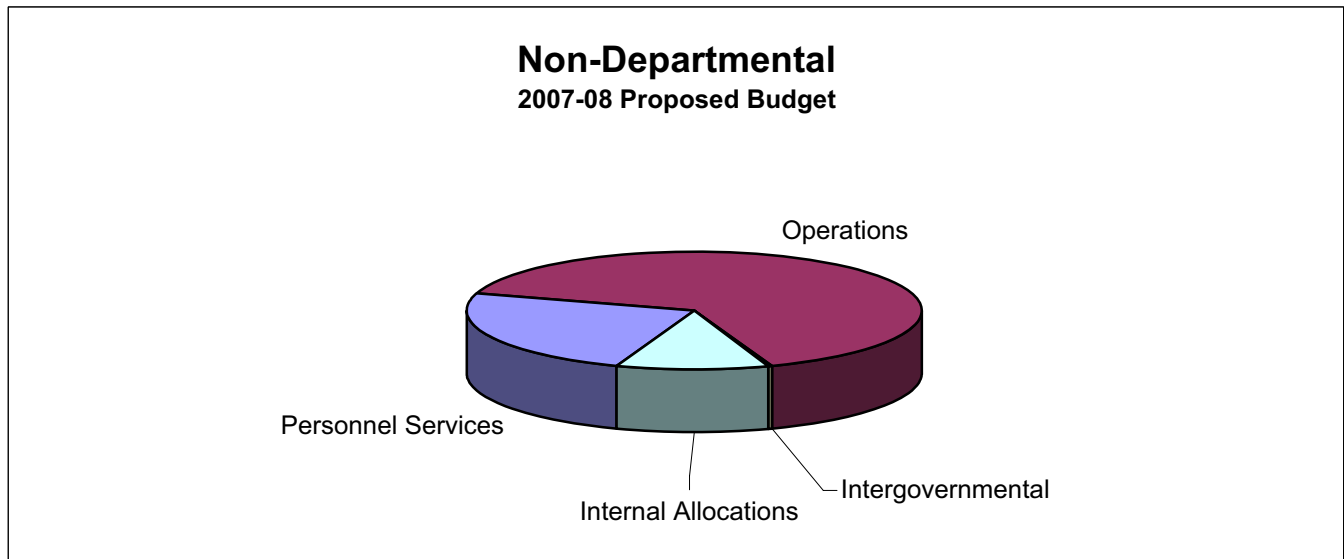
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## **NON-DEPARTMENTAL**

### **PROGRAMS**

The Non-Department activity is responsible for the budget expenses benefiting the general operations of the City and not assigned to an individual department. Special non-department charges relate to the General Fund allocation for self-insurance costs, the retiree medical reimbursement program, and principle and interest payments for the City Hall remodeling and update project.

- **RETIREE MEDICAL AND SEPARATION PAY**  
This program makes payments for benefits to separated employees eligible for MOU benefits.
- **SELF-INSURANCE FUND ALLOCATION FROM GENERAL FUND**  
This allocation provides payment for city employees workers' compensation claims, liability claims processing and settlement.
- **LEASE PURCHASE PAYMENTS**  
Allows for payments to be made to the lender without late penalties.



	2007-08 Proposed	Percent of Total
Personnel Services	\$525,000	24%
Operations	1,407,900	65%
Intergovernmental	2,400	0%
Internal Allocations	238,455	11%
<b>Grand Total</b>	<b>\$2,173,755</b>	<b>100%</b>

PERSONNEL SERVICES	PROPOSED BUDGET	DESCRIPTION
200 EMPLOYEE BENEFITS	\$525,000	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, separation pay, pay in-lieu of holidays

OPERATIONS	PROPOSED BUDGET	DESCRIPTION
514 RETIREE HEALTH INS.	\$45,000	Benefits to limited number of retired employees per MOUs.
529 CONTINGENCIES/OTHER	1,362,900	Employee salary and benefit contingency for three bargaining units with open MOUs.
<b>TOTAL OPERATIONS</b>	<b>\$1,407,900</b>	

INTERGOVERNMENTAL	PROPOSED BUDGET	DESCRIPTION
560 INTERGOVERNMENTAL-OTHER	\$2,400	General Fund share of LAFCO operating budget.



INTERNAL ALLOCATIONS	PROPOSED BUDGET	DESCRIPTION
571 SELF INSURANCE ALLOC.	\$32,455	Allocation of liability and workers' compensation claims and administration based on claims history.
593 LEASE-PURCHASE PAYMENTS	206,000	Principle and interest payments for City Hall remodeling project.
<b>TOTAL ALLOCATIONS</b>	<b>\$238,455</b>	
<b>GRAND TOTAL</b>	<b>\$2,173,755</b>	

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## **GENERAL LONG-TERM DEBT SERVICE**

### **PROGRAMS**

The debt service fund is responsible for the accumulation and payment of funds for the City's long-term debt. Revenues for this fund consist of transfers from other City funds related to specific debt items. Disbursements from this fund are for the payment of principle amounts and interest expenses on lease/purchase agreements.

- **ENERGY CONSERVATION PROJECT**  
120-month lease payments for energy conservation items installed throughout all City facilities.
- **CITY HALL REMODELING AND UPDATE PROJECT**  
120-month lease payments for the remodeling and update of City Hall.

INTERNAL ALLOCATIONS & TRANSFERS	PROPOSED BUDGET	DESCRIPTION
591 PRINCIPLE PAYMENT ON DEBT	\$303,713	ESCO Lease/Purchase (\$138,031); City Hall Remodeling & Update Project Lease/Purchase (\$165,682).
592 INTEREST PAYMENT ON DEBT	74,788	ESCO Lease/Purchase (\$33,990); City Hall Remodeling & Update Project Lease/Purchase (\$40,798).
<b>GRAND TOTAL</b>	<b>\$378,501</b>	